

**This agenda belongs to:**

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

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

\_\_\_\_\_

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

Phone: \_\_\_\_\_

**In case of emergency, please contact:**

Contact 1: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact 2: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_

Relationship: \_\_\_\_\_

**SCIO CENTRAL SCHOOL  
2017-2018 PARENT/STUDENT HANDBOOK**

**3968 Washington Street**

**Scio, NY 14880**

**PH: (585) 593-5510**

**Fax: (585) 593-0653**

**Website: <http://www.scio.wnyric.org>**

The School handbook is prepared to familiarize all students and parents with the administration, rules and regulations governing our school, and provide helpful information about curriculum, clubs, and activities. If you have any questions or concerns, please feel free to contact the school at 585-593-5510. Best wishes for a happy and successful year.

*Gregory Hardy*

*Superintendent of Schools*

*Dawn Race*

*PreK-12 Principal*

*Cristy McKinley*

*Director of Curriculum & Instruction*

*Kelly Morehouse*

*Director of Pupil Personnel Services*

*Kelly Cumpston, Loren Knapp  
Lyman Lyon, Jon Nickerson,  
David Roberts, Douglas Walsh,  
Mary Weimer*

*Board of Education*

**Emergency School Closing Information**

**If school is closed because of weather conditions or for other emergency reasons, it will be announced over radio stations WLSV 790 AM, WJQZ 103.5 FM, WBEN 930 AM, WPIG 95.7, WHDL 1450 AM, and TV stations WKBW, Channel 7, WIVB Channel 4, and WGRZ Channel 2. There will also be a POWER ANNOUNCEMENT call made to the home. No announcement means that school is in session as usual. If school is closed, there will be NO after school activities or extra-curricular activities.**

**Teen Help Line  
(Dial) 1-888-44TEENS**

**Scio Central School is a participant in the “Teen Help Line” program. This Toll Free telephone line provides students contact with crisis consultants for crisis intervention 24 hours a day, seven days a week. Callers do not have to identify themselves and all calls are strictly confidential and not traceable. Calls may be made regarding problems or concerns, about, but not limited to, alcohol use/abuse, depression, drug use, family problems, friendships, personal health, physical abuse, sexual abuse, rape, runaway, suicide, school or other problems.**

**Crisis Text Line**

**FREE SUPPORT AT YOUR FINGERTIPS, 24/7**

Crisis Text Line serves anyone, in any type of crisis, providing access to free, 24/7 support and information via the medium people already use and trust: text. Here’s how it works:

**Text HOME to 741741** from anywhere in the USA, anytime, about any type of crisis. A live, trained Crisis Counselor receives the text and responds quickly. A live, trained Crisis Counselor receives the text and responds quickly. The volunteer Crisis Counselor will help you move from a hot moment to a cool moment.

**Cost** – Our service is completely free, but messaging rates apply if you’re NOT on Verizon, Sprint, AT&T, or T-Mobile.

**Getting Connected** – The first responses are automated. They tell you that you’re being connected with a Crisis Counselor, and invite you to share a bit more. About 90% of the time, it takes less than five minutes to connect you with a Crisis Counselor. It may take longer during busy times. When you’ve reached a Crisis Counselor, they’ll introduce themselves, reflect on what you’ve said, and ask you to share at your own pace.

**The Conversation** – You’ll then text back and forth with the Crisis Counselor. You never have to share anything you don’t want to. The Crisis Counselor will help you sort through your feelings by asking questions, empathizing, and actively listening. The Crisis Counselor is a trained volunteer, not a professional. They can provide support, but not medical advice. The goal of any conversation is to get you to a calm, safe place. Sometimes that means providing you with a referral to further help, and sometimes it just means being there and listening. A conversation usually lasts about 45 minutes.

**Confidentiality** - If you’re in immediate danger of suicide, we may need to send you emergency services. This happens in about 1% of conversations. If you’re a minor being abused by an adult whose care you are in, we may have to report the situation. Otherwise, everything you tell us remains completely confidential.

**Ending the conversation** – The conversation typically ends when you and the Crisis Counselor both feel comfortable deciding that you’re in a “cool,” safe place. Sometimes the conversation won’t be able to go on as long as you’d like it to. This isn’t because we don’t care; it’s because we want you to be able to go out and use the coping skills and strategies we discussed. After the conversation, you’ll receive an optional survey about your experience. This helps us help you and others like you!

**Texting Again** – You’re welcome to text back in any time that you’re in crisis again. We won’t be able to connect you to the same Crisis Counselor, but all of our Crisis Counselors are trained the same way and equally willing to provide you support. Again, we’re free, nationwide (in the US), 24/7, and available via text at 741741. When you’re ready to talk, we’re ready to listen.

## Important Information

### Guests to the School

- All guests must enter the school via Washington Street and report to the Main Office upon entering the building. Anyone wishing to spend time visiting the school must sign in and obtain a guest pass at the Main Office. The district MUST protect the educational environment for our staff and students; therefore, all guests wishing to speak directly to a teacher or administrator should schedule an appointment ahead of time.

## Attendance

### Absences

- On the morning of a student's absence, parents/guardians are asked to notify the Nurse's Office at 585-593-0886 by 8:30 a.m. All absences from school must be accounted for. **A note from home stating the reason for the absence, date(s), and signed by a parent/guardian must be turned in on the day following an absence.** PreK-6 students turn their excuses in to their classroom teacher and 7-12 students need to bring their excuses to the Main Office. When evidence of habitual absence is apparent, excuses for illness may require validation through a doctor's certificate. Failure to provide a written excuse **within three days** following the student's return to school will lead to progressive disciplinary action.

### Tardiness to School

- Students are expected to be in their homeroom at or before 7:55 a.m. Tardy students are to report to the Main Office to sign in. The tardy student will receive a tardy pass indicating their time of arrival. **Tardiness to school must be accounted for with a written excuse, signed by a parent or guardian explaining the reason for the tardy.** Consequences for student tardiness begin with a warning. Repeated tardiness to school that is not a legally excused tardy will result in detention(s), a parent conference and possibly ISS. See disciplinary guidelines chart for consequences.

### Tardiness to Class

- Teachers are expected to handle tardiness to class to their satisfaction. Should the problem continue, or if the student ignores the teacher's request, the administration will be notified and the resulting consequence will begin with a warning and repeated offenses will lead to detention(s), a parent conference, and ISS. See disciplinary guidelines chart for consequences.

### Class Cuts

- A class cut is an unauthorized absence from class when a student is not absent from school. Cuts include study halls and assemblies. A student will receive a zero for all work missed, including tests. A cut from class will result in after school detention(s). Repeated cuts will result in parent notification, in-school suspension, and, if offenses are excessive, a Superintendent's Hearing.

### Truancy

- Leaving school grounds without permission is considered truancy. This includes leaving school property any time during the school day following arrival to school and prior to bus departure. Violators will receive in-school suspension(s). Repeated infractions will lead to a Superintendent's Hearing. Failure to adhere to early dismissal procedures listed below may be considered truancy.

### Early Dismissal

- Students are expected to remain in school unless they are excused by a school official upon the written request of parents or guardians.** Elementary students who are to be excused during the school day are to turn their written excuse in to their homeroom teacher at morning attendance time. High school students who are to be excused during the day should turn their excuse in at the Main Office before homeroom. Excuses will then be included on the attendance list. All students being excused must sign out in the Main Office, stating exactly where they are going. Upon returning to school, students are to sign in and receive a pass to class. **If a student does not have an excuse, the parent or legal guardian must come into the Main Office and sign the student out.** *All students MUST be signed out in the Main Office by a parent/guardian.* A student who becomes ill during the school day should report to the Nurse's Office and the nurse will make arrangements for the student to be released early, if warranted. **Students cannot sign themselves out sick, regardless of age, without notification to the Main Office from the Nurse's Office that parental/guardian permission was obtained. Students are NOT to make arrangements directly with parents during the school day to be released for any reason.**

### Excused Absences Definition

- Excused absences are defined as: absences due to personal illness (with doctor's note), illness or death in the family, impassable roads or weather, religious observances, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, school authorized functions, or such other reason as may be approved by the Commissioner of Education. (In cases of excused or unexcused absences, all class work is expected to be made up or turned in following the students return. Students will have the same number of days to make up work as they are absent.)

## STUDENT SERVICES

**Kelly Morehouse, PreK-6 Counselor, CSE/CPSE/504 Chairperson, ext. 1141**

**Pam Crowell-Ketchner, 7-12 School Counselor, ext. 1142**

**Mike Wales, School Psychologist, ext. 1131**

**Kimberly Walsh, Secretary, ext. 1140**

### Course Attendance Regulations

- Each student in grades 7-12 is required to attend 85% of classes when school is in session or academic credit will be lost. For any classes missed in excess of 27 days and not made up the student will not receive course credit. For any classes missed in excess of 14 days for a ½ credit course (and not made up) the student will not receive credit. For any Physical Education classes missed in excess of 16 days and not made up, the student will not receive credit.
- Students not receiving credit for attendance reasons will be allowed to audit the class. If the student causes interruption in the learning process, he/she will be placed in a study hall. Students who have lost credit for excessive absences will not be permitted to take the Regents exam nor will he/she be allowed to attend summer school. Unexcused absences will be counted. Students and parents will be notified verbally and by mail when class absences in a full year course reach 7, 14, 21, and 27 days. For half-year courses, letters will be sent home following 3, 7, 10,

and 14 days. If the student and parent(s)/guardian(s) believe there are extenuating circumstances which warrant special consideration, written appeal may be filed with the Appeals Committee within ten days of notification.

- The Appeals committee shall be composed of the building principal, school counselor, school nurse, and two teachers. The recommendation of the Appeals Committee will be forwarded to the Superintendent; his or her decision may be appealed to the Board of Education for the final determination.

**Additional Course Attendance Regulations**

- Any absence from class that is not made up shall result in the loss of 5 points from the student’s class participation grade for the marking period. Any student with more than 10 absences that are not made up will not be permitted to attend summer school without administrative consent. Only class absences as a result of legal excuses and/or school-sponsored activities (i.e. lessons, field trips, etc.) may be made up. Students are responsible for making arrangements to make up any work missed. Upon completion of the make-up work assigned, credit will be given for class participation.

**9-12 Promotion Policy**

- It is our goal for all SCS students to earn the necessary credits for graduation within four years of the start of ninth grade and to participate in the graduation ceremony with their classmates. With the imposition of increased testing and course requirements from State Ed., it is very important for students and parents to understand the graduation requirements and for students to stay on track for graduation every year. That means if your child fails a course, he/she should attend summer school right away to make up any lost credit.

Grade 9 → Grade 10 = 6 ½ credits  
 Grade 10 → Grade 11 = 13 credits  
 Grade 11 → Grade 12 = 19 ½ credits  
 Grade 12 → Graduation = 26 credits

**Summer School Grades 7-12**

- For students in grades 7-12 to be eligible to attend summer school through BOCES, a course average of 55% or higher must be achieved during the regular school year. Students who do not score a minimum of 55% during the school year will take the course again during the next regular school year. When calculating final course average, for any course taken during the school year and then again at summer school, the district will use a weighted method of calculation. Sixty percent (60%) of the overall course average “Y1” will be the final average earned by the student during the regular school year (Sept. – June). Forty percent (40%) of the overall course average will be the final average earned by the student while at summer school. The two combined grades (regular school year and summer school) will become the new course grade on the student report card. The new average will be reflected in an updated report card and sent home to parents after the completion of summer school. The new average will be used for all calculations until the student graduates and will be reported on the student’s transcript.

**Doubling of Classes**

- Students will not be allowed to double up on classes. However, in some cases, extenuating circumstances will be considered and a student may be allowed to double up. This decision will be made by the principal with input from the parent(s), teachers, and school counselor. Doubling up will be allowed for students who wish to excel in their classes, but only as long as they meet with success. If a student does double up and then begins to fail a class, they may be required to drop the additional class they asked to take.

**Course Weighting**

- Scio Central School encourages our student body to excel academically. The District believes our students should pursue rigor in selecting their individual courses of study. Beginning with the class of 2013 and continuing thereafter, a weighted average method will be used to calculate final averages. This method will be used for selected advanced level high school courses (9-12) and those courses where students earn college credit. When calculating the final course average for all upper level Regents courses, which lead to an Advanced Regents Diploma, the course average will be multiplied by 1.05%. When calculating the final course average for all courses where students earn college credit, the course average will be multiplied 1.10%. A list of courses in each category is shown below.

<b>Courses Weighted at 1.05%</b>	<b>Courses Weighted at 1.10%</b>
<b>Pre-Calculus</b>	<b>Pre-Calculus (SUNY Alfred)</b>
<b>Calculus</b>	<b>Calculus (SUNY Alfred)</b>
<b>Algebra II</b>	<b>Physics I &amp; II (SUNY Alfred)</b>
<b>Chemistry</b>	<b>Freshman Composition (SUNY Alfred)</b>
<b>Physics</b>	<b>Introduction to Literature (SUNY JCC)</b>
<b>Spanish 3</b>	<b>Computing Fundamentals (SUNY JCC)</b>
	<b>Programming Concepts (SUNY JCC)</b>
	<b>*General Biology (SUNY Alfred)</b>
	<b>*Survey of American History I &amp; II (SUNY Alfred)</b>
	<b>New Visions - Anatomy and Physiology I &amp; II</b>
	<b>New Visions – English Composition II</b>
	<b>New Visions – Health Professionals</b>
	<b>New Visions – Medical Terminology</b>
	<b>New Visions – Contemporary Economic Problems</b>
	<b>Personal Finance (SUNY JCC)</b>
	<b>Statistics (SUNY JCC)</b>
	<b>Problem Solving in Math (SUNY JCC)</b>
	<b>*Intro to Psych (SUNY GCC)</b>
	<b>Accounting Fundamentals (SUNY JCC)</b>

\*Course is currently taught through Distance Learning

College courses on an Independent Study basis will not be weighted. A student may only take one Independent Study annually.

**Procedure for Accelerated Students**

- Students who wish to participate in an accelerated academic program must be recommended by the academic department. For example, students wishing to pursue an accelerated path in Math must be recommended by the Math Department Faculty and approved by a panel consisting of the Math department, principal, and school counselor. A student who wishes to take a college level Calculus course in their senior year would begin the path by taking Math 7 in sixth grade. A student wishing to be accelerated in Science must be recommended by the Science Department Faculty and approved by a panel consisting of the Science department, principal, and school counselor. Students enrolled in an accelerated program are expected to meet and exceed our academic expectations. If a student’s average drops below an 87% at the conclusion of a 5-week period, the Accelerated Student Panel will meet to discuss removal from the program. If a student is removed from the accelerated program, the panel will decide the appropriate placement for the student without parental input.

**Dropping a Class**

- Any student may drop a class during the first five weeks of school. When a student drops a class, parents, teachers, and the principal will be notified and input from them is required. After the five-week period, students may not drop a class unless extenuating circumstances can be proven. It is the responsibility of the principal to determine if there are extenuating circumstances which necessitate the student dropping the class or if the student will remain in the class. Regardless of when the student drops the class, the grade will not be included in the student’s grade point average. If possible, the student will be placed in another academic class in order to maintain the minimum class load. **Although schedule changes are allowed, no schedule changes will be made during the first week of each semester.** In the case of twenty-week courses, the same rules and guidelines for dropping regular courses apply except students have only ten days to drop the class, not five weeks.

**SCIO CENTRAL SCHOOL  
GRADUATION REQUIREMENTS  
STUDENTS ENTERING GRADE 9 IN 2017 AND THEREAFTER**

**Total credits needed to graduate: 26.0**

**COURSES**

<u>Subject</u>	<u>To Earn Regents Diploma</u>	<u>To Earn Advanced Regents Diploma</u>
English	4	4
Social Studies	4	4
Math	3	3
Science	3	3
Health***	.5	.5
The Arts	1	1
LOTE* (Language)	1	3**
Physical Education	2	2
Sequence Courses/Electives	7.5	7.5

**Key**

\*LOTE – Languages Other Than English

\*\*3 units of LOTE, or 3 credits in Career Tech Education, or 5 credits in the Arts

\*\*\*NYS Regulations (Part 100) require all students entering ninth grade in the fall of 2001 and thereafter to receive Parenting Education prior to their graduation. Learning standards in the area of Parenting shall be attained through either the Health or Family and Consumer Sciences programs or a separate course. Scio Central School has chosen to meet this requirement by developing a separate half-year course called Parenting. Students must take the parenting course in addition to Health.

**EXAMINATIONS**

**# OF EXAMS PASSED**

<u>Tests (65% is passing)</u>	<u># OF Exams Passed for Regents Diploma</u>	<u># of Exams pass for Advanced Regents Diploma</u>
RE English	1	1
RE Global Studies	1	1
RE US History	1	1
RE Math	1	3
RE Science	1	2
LOTE**	1 credit only	1 (locally developed exam)

**Major Sequences Option**

- 2 – 3 Unit Sequences
- 1 – 5 Unit Sequences (except English or Social Studies)
- 1 – 3 Unit Sequence and 1 – 5 Unit Sequence in English and Social Studies

**4 + 1 Pathways**

At the January and March 2015 Regents meeting, the Board approved regulatory amendments to provide assessment pathways to graduation. These regulatory provisions allow students to meet the assessment requirements for earning a diploma utilizing a 4+1 assessment option.

See: <http://www.nysed.gov/news/2015/board-regents-approves-new-graduation-options>

There have been important changes to graduation requirements for eligible students with disabilities to graduate with a local diploma. Additional information can be found at <http://www.p12.nysed.gov/specialed/publications/2017-memos/superintendent-determination-of-graduation-with-a-local-diploma-updated.htm>

Students who first enter grade nine in September 2011 and thereafter or who are otherwise eligible to graduate in June 2015 or thereafter, have the following options available in order to meet the assessment requirements leading to a Regents or Local diploma:

**Required four (4):** ELA Regents exam, 1 math Regents exam, 1 science Regents exam, 1 social studies Regents exam (or a Department Approved Alternative for any of the four required exams)

**Plus any one (1) of the following assessments:**

- Additional math Regents exam in a different course or Department Approved Alternative; or
- Additional science Regents exam in a different course or Department Approved Alternative; or
- Additional social studies Regents exam in a different course of Department Approved Alternative; or
- Additional English assessment in a different course selected from the Department Approved Alternative list; or
- A Department approved CTE pathway assessment, following successful completion of an approved CTE program
- A Department approved pathway assessment in the Arts
- A Department approved pathway assessment in a Language other than English (LOTE)

#### **College Course Participation**

- Students who would like to take a college level course during their senior year will be expected to work at a very high level. The following process will be used to determine student eligibility to take a college course in either semester of their senior year. The student must:
  1. Achieve an 85% (mastery level) or higher on the Regents exam and earn an 85% final course average in the preceding course taken in the junior year.
  2. Letter of application (essay) stating why the student would like to take the course and reasons why he/she will be successful in the course.
  3. A recommendation from a high school teacher that addresses the student's work ethic and potential to handle the rigorous course.
  4. Applications will be reviewed by a panel consisting of the principal, school counselor, and two teachers from the appropriate academic department.
- If the requirements of #1 above are not met, the student may apply to the panel review board (identified in #4 above) for consideration. The panel review board will consider the following additional criteria to accept or deny the appeal:
  1. Student will demonstrate a high level of participation in formal and informal tutoring sessions with the classroom teacher and other school resources and programs during the Junior Year.
  2. Performance and effort in other courses in the Junior Year focusing on student's commitment to success and overall efforts to seek help when needed.
- If tuition is charged, students will initially pay for the college course in the fall semester prior to the date when they may withdraw without penalty. Students earning a grade of "C" or higher will be reimbursed for the cost of tuition. Those monies may be applied to the second semester course tuition and refunded at the end of the spring semester following successful completion of the course.

#### **BOCES Participation**

- Any student wishing to enroll in a course at BOCES for their Junior and Senior year must have completed 13 credits by the end of their sophomore year.

#### **Community Service Graduation Requirement**

- Students in grades 9-12 are **required** to complete 20 hours of community service by the end of their senior year. They may begin to fulfill this requirement at the start of their freshman (9<sup>th</sup> grade) year. All community service activities require prior approval by their current Social Studies teacher or other designated school employee. Completed hours will be logged by school personnel. The District will provide a form for students that include suggested and qualifying activities as well as a contract/log with prior approval required. It is suggested, but not required, that students try to complete five hours per year throughout high school. Any community service imposed as a disciplinary alternative will not be applied toward the required hours for graduation.

#### **Scio Central School "ABLE" Program**

- ABLE is a program aimed at encouraging and recognizing children who achieve – the acronym ABLE is derived from the words: **Attendance, Behavior, Learning, and Effort**. ABLE is now operated through Federal Innovative Program money. ABLE recognizes those grade K-12 pupils who achieve honor roll status following three (3) of the four (4) report card periods. An academic letter has been created and is annually awarded to qualifying students in grades 9-12 and academic pins are awarded to deserving students in grades 10-12 by curriculum departments.

#### **Student Working Papers**

- Working papers are issued in the Student Services Office to students who wish to take part in part-time employment. Labor and education laws govern the issuance of working papers. The labor laws are enforced by the State and Federal Labor Agencies. Before working papers are issued, application forms must be secured and completed by parents and the school. A certificate of physical fitness must be secured. No child can work at any time when his attendance in school is required.
- **There are several types of working papers:**
  1. **FARM WORK PERMITS** – For minors, 12 and 13 years old may pick berries, fruit, etc.; 14 and 15 year olds must have these when working away from home. Not needed over the age of 16.
  2. **STUDENT NON-FACTORY PERMITS** – Issued to 14 or 15 year olds during vacation, before and after school and on Saturdays for jobs other than factory or farm work.
  3. **STANDARD EMPLOYMENT CERTIFICATES** – Two types issued to 16 and 17 year olds: those attending school and those not in school.
  4. **NEWSPAPER PERMITS** - required between ages 12 and 18.
  5. **BABYSITTERS** do not need working papers. Children under 14 are not permitted to be babysitters under the Child Labor or Education Law of New York State.

#### **Academic Intervention Services**

The New York State Education Department has mandated that schools provide *Academic Intervention Services* (AIS) to students believed to be in jeopardy of not being able to meet the state learning standards on one or more of the state tests. Students must satisfactorily meet the established New York State Standards in English Language Arts, Mathematics, Social Studies, and Science to receive a high school diploma. These standards are assessed at various grade levels during the student's elementary and secondary education. Failure to meet these standards during

the student's secondary education will prevent the student from receiving a New York State high school diploma. *Academic Intervention Services* include Academic Lab, Remedial Reading, Remedial Math, Counseling, Reading Intervention, Speech, and/or summer services (if available).

**Section 504** is a broad civil rights law that protects the rights of individuals with handicaps in programs and activities that receive Federal financial assistance from the U.S. Department of Education. **Section 504** identifies all school-age children as handicapped who meet the definition of qualified handicapped; i.e., (1) has or (2) has had a physical or mental impairment which substantially limits a major life activity, or (3) is regarded as handicapped by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. The handicapping condition need only substantially limit one major life activity in order for the student to be eligible. A 504 Accommodation Plan will be implemented to enforce appropriate modifications.

#### **Part 200 Students with Disabilities**

**Student with a disability** means a student with a disability as defined in section 4401(1) of the Education Law who has not attained the age of 21 prior to September 1st and is entitled to attend public schools pursuant to section 3202 of the Education Law and who, because of mental, physical or emotional reasons, has been identified as having a disability and who requires special services and programs approved by the department. The student must fall within one or more specific categories of qualifying conditions which include: *Autism, Deafness, Deaf-blindness, Emotional Disturbance, Hearing Impairment, Learning Disability, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment*. Once a student is classified, an Individual Education Plan will be implemented to enforce program and/or modifications.

A student with a disability shall be provided with appropriate special education:

- (1) Students with disabilities shall be provided special education in the least restrictive environment.
- (2) To enable students with disabilities to be educated with non-disabled students to the maximum extent appropriate, specially designed instruction and supplementary services may be provided in the regular class. Such services may include, but are not limited to, consultant teacher services and other group or individual supplemental or direct special education instruction.

**Consultant Teacher Services.** Consultant teacher services shall be for the purpose of providing direct and/or indirect services to students with disabilities enrolled in regular education classes, including career and technical education. Such services shall be recommended by the CSE to meet specific needs of such students and shall be included in the student's IEP.

**Related services** shall be recommended by the committee on special education to meet specific needs of a student with a disability as set forth in the IEP.

- (a) Resource room programs. Resource room programs shall be for the purpose of supplementing the regular or special classroom instruction of students with disabilities who are in need of such supplemental programs.

**Special Classes.** A student with a disability shall be placed in a special class for instruction on a daily basis to the extent indicated in the student's IEP.

- (1) In all cases the size and composition of a class shall be based on the similarity of the individual needs of the students according to:
  - (a) levels of academic or educational achievement and learning characteristics;
  - (b) levels of social development
  - (c) level of physical development
  - (d) the management needs of the students in the classroom

**Home and Hospital Instruction.** Students with disabilities who are recommended for home and/or hospital instruction by the CSE shall be provided instruction and appropriate related services as determined by the CSE in consideration of the student's unique needs. Home and hospital instruction shall only be recommended if such placement is in the least restrictive environment and must be provided:

- (1) a minimum of five hours per week at the elementary level, preferably one hour daily; or
- (2) a minimum of 10 hours per week at the secondary level, preferably two hours daily.

If you have any questions about the above information, please contact the Student Services Office at 593-5510 ext. 1140.

**HEALTH OFFICE**  
**Deborah Fuller, School Nurse, 585-593-0886**

The school employs a registered nurse and contracts annually with a local medical clinic and physician. New York State requires physicals for all students in grades 2, 4, 7, and 10. By law, all students entering Pre-K and Kindergarten must have a complete physical by their family physician and immunization proof against specified diseases. For any exclusion from immunizations for medical or religious reasons, an appeal must be made with the principal. All new students are required to have a physical and appropriate documentation on file in the health office within 30 days of the first day of enrollment. Failure to submit documentation of a physical to the health office will prohibit students from attending school. If a parent is unable to obtain one of the state required physicals for their son or daughter, please call the health office at 585-593-5510 x 1130. The school physician gives annual physical examinations to all bus personnel and athletes. However, if a student misses getting a sport physical at the school, it is the responsibility of the parent/guardian to obtain a student physical prior to the first practice.



**Any child whose immunizations are incomplete may not enter school in September.** Students transferring to the district from another state whose immunization records do not meet the state requirements will be given 30 days to bring in documentation that they have received the necessary immunizations. Students transferring to the district from another district in New York State whose immunization records do not meet the state requirements will be given 14 days to bring in documentation that they have received the necessary immunizations. Non-compliance will result in the student not being allowed to continue attending school until such time as proof of immunization(s) is provided to the school nurse.

## 2017-18 School Year New York State Immunization Requirements for School Entrance/Attendance<sup>1</sup>

**NOTES:**

Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). For grades Pre-k through 9, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. (Exception: intervals between doses of polio vaccine DO NOT need to be reviewed for grades 4, 5, 10, 11 and 12.) Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. Intervals between doses of vaccine DO NOT need to be reviewed for grades 10 through 12. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

**Dose requirements MUST be read with the footnotes of this schedule.**

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2 and 3	Grades 4 and 5	Grades 6, 7, 8 and 9	Grades 10, 11 and 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap) <sup>2</sup>	4 doses	5 doses or 4 doses If the 4th dose was received at 4 years or older or 3 doses If 7 years or older and the series was started at 1 year or older		3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap) <sup>2</sup>	Not applicable			1 dose	
Polio vaccine (IPV/OPV) <sup>4</sup>	3 doses	4 doses or 3 doses If the 3rd dose was received at 4 years or older	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses
Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>	1 dose	2 doses			
Hepatitis B vaccine <sup>6</sup>	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years			
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose	2 doses	1 dose	2 doses	1 dose
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>	Not applicable			Grades 7 and 8: 1 dose	Grade 12: 2 doses or 1 dose If the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup>	1 to 4 doses	Not applicable			
Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>	1 to 4 doses	Not applicable			

1. Demonstrated serologic evidence of measles, mumps, rubella, hepatitis B, varicella or polio (for all three serotypes) antibodies is acceptable proof of immunity to these diseases. Diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday.
  - b. If the fourth dose of DTaP was administered at 4 years or older, the fifth (booster) dose of DTaP vaccine is not required.
  - c. For children born before 1/1/2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.
  - d. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td vaccine. If the first dose was received before their first birthday, then 4 doses are required. If the first dose was received on or after the first birthday, then 3 doses are required. A Tdap vaccine (or incorrectly administered DTaP vaccine) received at 7 years or older will meet the 6th grade Tdap requirement.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine. (Minimum age: 7 years)
  - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap. A dose received at 7 years or older will meet this requirement.
  - b. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
  - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
  - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
  - d. Intervals between the doses of polio vaccine do not need to be reviewed for grades 4, 5, 10, 11 and 12 in the 2017-18 school year.
  - e. If both OPV and IPV were administered as part of a series, a total of 4 doses should be administered, regardless of the child's current age. If only OPV was administered, and all doses were given prior to age 4 years, 1 dose of IPV should be given at 4 years or older, at least 4 weeks after the last OPV dose.
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
  - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
  - b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
  - c. Mumps: One dose is required for prekindergarten and grades 10 through 12. Two doses are required for grades kindergarten through 9.
  - d. Rubella: At least one dose is required for all grades (prekindergarten through 12).
6. Hepatitis B vaccine
  - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks.
  - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
  - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
  - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine. (Minimum age: 6 weeks)
  - a. One dose of meningococcal conjugate vaccine (Menactra or Menveo) is required for students entering grades 7 and 8.
  - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
  - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
  - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
  - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
  - d. If dose 1 was received at 15 months or older, only 1 dose is required.
  - e. Hib vaccine is not required for children 5 years or older.
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
  - b. Unvaccinated children ages 7 through 11 months of age are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
  - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
  - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
  - e. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at: [www.health.ny.gov/prevention/immunization/schools](http://www.health.ny.gov/prevention/immunization/schools)

For further information, contact:

New York State Department of Health  
Bureau of Immunization  
Room 649, Corning Tower ESP  
Albany, NY 12237  
(518) 473-4437

New York City Department of Health and Mental Hygiene  
Program Support Unit, Bureau of Immunization,  
42-09 28th Street, 5th floor  
Long Island City, NY 11101  
(347) 396-2433

### Student Illness

- If a child becomes ill at school, the parents/guardians are contacted. They are responsible for arranging to take their child home. Parents/guardians **MUST** provide alternate phone numbers in the event they cannot be reached at home during the day. Any time your contact information changes, please contact the school immediately with these changes.
- An emergency card (white, 2-sided, 5 ½ x 8 ½) is sent home each fall with each child in the family for prompt completion. These should be **FULLY COMPLETED** because it provides much needed information to the school nurse. It is especially important to provide information regarding any physical/medical conditions your child has, any medications he/she takes, any allergies he/she may have, who your physician is, and who your emergency contacts are. If a family moves from the district, the child's health record will be forwarded when a request for records from the new district is received.

### Routine Screenings

- Vision and Hearing – New entrants, Grades K, 1, 2, 3, 5, 7, and 10
- Blood Pressure, Height/Weight – all students
- Scoliosis – Grades 5 – 9
- (Notices for further professional evaluation are sent home if any abnormalities are discovered)

### Student Insurance

- The School District provides an accident insurance policy for each school child. Coverage includes riding a bus to and from school and during attendance at school. If an accident should occur, it is reported to the school nurse who keeps a record of all injuries. The individual involved, if it necessitates seeing a doctor for treatment, must first submit for coverage under his/her own health insurance program. Family policy is to be used before school policy takes effect; application forms will be sent to the family by the school nurse. The family will be responsible for sending the completed form to the insurance company. The student accident plan is a secondary plan with limited coverage amounts, and may **not** pay all of the costs of the accident or injury. Parents/guardians are responsible to pay any remaining costs. For a list of the maximum amounts that are covered by the policy, please contact the school, or see the Rules and Regulations for participants in Athletics and Extra Curricular section contained in this handbook.

### Health Examinations – Athletic Teams

- At the beginning of each sport season, a student who may engage in interscholastic competition shall receive an adequate health examination from the school physician or his/her family physician. Students may not participate in any sport without having his/her physical on file in the school nurse's office. One physical will be sufficient for the school year unless an injury occurs. Students with physical disabilities will be checked and teachers informed as to their defects or limitations.

### Medication in School

- The administration of medications to students on school property is regulated by the guidelines of the New York State Department of Education. The procedures that Scio Central School must follow under these guidelines are listed below.
  - a. A licensed practitioner, on an individual basis, shall prescribe **ALL** medications that are given in school, both prescription and over-the-counter.
  - b. The pharmacy label does NOT constitute a physician's order. The order for the school must be obtained at the time the medication is prescribed and should include the time and dose to be given to the student.
  - c. Teachers should not be asked to administer medication to their students. The parent/guardian must assume the responsibility for having the medication delivered to the Health Office. Because of the possibility of having medication lost, spilled, or intercepted, **elementary students are not to carry medication to and from school**, whether they walk or ride a bus.
  - d. All medication, including non-prescription, must be in the original container. If it is necessary to divide the medication, the original container should be brought to school.
  - e. Under certain conditions, students may need to carry and self-administer medications (for example, an inhaler.) This should be pre-arranged on an individual basis and requires a physician's order as well as parental and school nurse consent.
  - f. Medication order must be renewed annually or whenever there is a change in medication or dosage. Medications may not be in the Health Office over the summer. If not reclaimed, they will be discarded.

## CAFETERIA

Cindy Winchell, Manager, 585-593-5510 x 1500

### Free and Reduced Price Food Services

- Scio Central School has been approved to participate in a new Breakfast/Lunch Program called Community Eligibility Provision (CEP) for the 2017-18 School Year. ***EVERY child will receive a healthy breakfast and lunch FREE.*** We do ask that you fill out a family household income form as this will continue to receive special grants and funding such as CEP.

### Family Household Forms

- All families are encouraged to fill out our Household Income form. Color-coded applications can be picked up in the office or cafeteria at the school. We ask **every** family to fill one out. **All information is strictly confidential.** Qualifying applications help us to receive special grants and funding throughout the school district.

### ID Cards

- **All students and staff will be issued an ID card with their picture and ID bar code on it.** Cards will be provided by the school when your pictures are taken. Students in grades 5-12 will also be able to use the finger scan system for any purchase made in the cafeteria.

### Pre-Paying on account

- As both breakfast and lunch are free, the only money needed will be for ala carte items, extra milk or a second meal. It is best to prepay on your account by giving the cashier money ahead of time.
- Parents may send in a check or money in an envelope. On the envelope, please write the name(s) and grade(s) or ID number, if known. These can be mailed or brought to the cafeteria at any time throughout the year.

- All monies go on the account and the cashier will access your account at the time of purchase.

#### Ala Carte Sales

- Students desiring ala carte items, extra milk or a second meal must pay cash or have money in their meal account. **Students will not be allowed to charge any ala carte items.**

#### Lunch Period(s)

- There will be 30-minute lunch periods during the noon hour. Students in grades 7-12 will be scheduled for one of these periods. Grades PreK-12 will be under a “closed campus.” Closed campus means that students will **NOT** be permitted to leave the school building during their lunch period for any reason. All meals should be consumed in the cafeteria unless prior approval has been granted by school administration.

**TRANSPORTATION**  
**Jayson Chandler, Transportation Manager, 585-593-0987**

#### The student and His/her School Bus

The school bus is provided for those students, because of the distance between their homes and school, who must be transported to and from school. It is the students’ responsibility to be aware of and follow the bus rules posted and to follow the direction of the driver. Failure to do so may result in suspension of bus privileges. In addition students should:

1. Know their bus schedule and be at the bus stop on time
2. Use caution when crossing the highway after leaving the bus
3. Show respect on the bus at all times
4. Be quiet at all railroad crossings
5. Go directly into the building upon arrival at school
6. Go directly to the bus at dismissal
7. Be aware that buses are equipped with video and audio that will be used whenever the bus is transporting students

#### Bus Notes

Students may only have **ONE drop off** and **ONE pick up location**. **The pickup point for the morning does not need to be the same as the drop off point in the afternoon. However, they MUST remain the same every day.** Any variations from our regular scheduled bus stops become the parent’s responsibility, not the school’s. The bus will not transport students to other student’s houses unless it is an EMERGENCY. For your child’s safety, a bus note is required for any change in your child’s regular pick up and drop off schedule. We understand that emergencies arise but if you forget a bus note, **please call the Main Office at 585-593-5510 BEFORE 1:30pm**

#### Out-of-Town Bus Trips

In cases where buses are used for extracurricular activities, students are expected to return on the bus unless prior arrangements have been made with the parents and the coach or staff member who is chaperoning the trip.

**ATHLETICS**  
**Doreen Martin, Athletic Director, 585-593-5510 x 1241**

**SCIO CENTRAL SCHOOL**  
**ATHLETIC RULES & REGULATIONS**

#### Rules and Regulations for Participation in Athletics

The Athletic Program at Scio Central is designed to provide our students with desirable educational experiences through athletics and other participation outside the classroom. All students are encouraged to take part in these formal, supervised programs and activities. Because participation in athletics involves spiral parental permission, extra physical peril, state imposed regulations on training and competing, and constant scrutiny by the public, Scio Central has established a system of specific rules, procedures, and penalties for those students who participate in interscholastic athletics.

1. **PRESEASON MEETING:** All potential athletes and one parent or guardian must attend a preseason meeting. All rules and regulations pertaining to the Athletic Program will be explained at this meeting. All Athletic Participation Agreement forms must be signed and returned to the athletic director at this meeting. If there is no form on file for a child, he/she will not be permitted to practice until a parent or guardian fulfills this obligation.
2. **ELIGIBILITY:** No girl or boy may participate in an interscholastic sport activity (including tryouts and practices):
  - a. Until an **ATHLETIC PARTICIPATION AGREEMENT** form has been filed with the athletic director,
  - b. Until the student receives a physical examination from the school physician,
  - c. Without abiding by all regulations set forth in the N.Y.S.P.H.S.A.A. handbook,
  - d. Following any injury that requires a physician’s care until a doctor’s release form is presented to the school nurse, coach, and athletic director,
  - e. Until uniforms and/or equipment from previous participation are returned or agreement made to pay for such equipment with five (5) days following completion of a sport.
3. **TEAM MEMBERSHIP:** Team members will attend all practices and athletic contest unless excused by the coach. Team members will also follow and obey any additional rules set by the coach of that sport.
4. **APPEARANCE:** All participants are to act like ladies and gentlemen and dress neatly and cleanly when representing Scio Central School. The coach will establish the standard expected and will notify the students at the beginning of the season.
5. **SPORTSMANSHIP:** All participants should adhere to characteristics of good sportsmanship in reference to teammates, opponents, officials, and spectators. Athletes who are ejected from games may be required to miss additional games (depending on the severity of the rule infraction).

6. **BEHAVIOR:** All participants in athletics are expected to exercise appropriate behavior in school, in the community and at all events. Participants must refrain from profane and abusive language and/or gestures at all times.
  - a. **In School:** Participants are expected to complete all assignments and to be courteous and considerate to teachers and other students. **PARTICIPANTS WILL NOT BE PERMITTED BACK INTO THE MAIN PART OF THE BUILDING AFTER PRACTICES OR GAMES.** Therefore, all books and personal belongings that are needed that evening should be taken immediately after school to the gym and locker room lockers. Participants must display appropriate behavior in regard to the following: horseplay, open affection, language, fighting and verbal assaults on others.
  - b. **Respect:** Participants will show and give respect at all times to their teachers, classmates, all school personnel, players, coaches, opponents, officials, spectators, and other participating students.
  - c. All participants are role models in the community and are expected to behave accordingly.
  - d. Misbehavior will result in punishment before or after school at the discretion of the coach, athletic director and/or principal.
7. **PARTICIPATION:** Students will be permitted to participate in only one interscholastic sport per season. Those who quit a team after two weeks of the first practice are ineligible to join another team during that same season of participation.
8. **ATTENDANCE ELIGIBILITY:** All participants in grades 7-12 must be in their homeroom by 7:55am.
  - a. Illegal absences will prohibit a student from participation.
  - b. Excused absences (doctor's appointment, college visit, etc.), will be left to the discretion of the administration. If possible, notify the athletic director or principal before the day of the excused absence. Any unexcused or illegal absences, from any classes, will prohibit a student from participation in athletic contests. A note from the appointment should be turned into the office.
  - c. From the first day of practice until the last contest, the third tardy and any others after that will result in that participant being prohibited from attendance and participation on those days.
  - d. Students who arrive after 8:45am will not be able to practice or play that day.
  - e. Participants are expected to be in school the day following an athletic contest. The second time a student misses school after a game in the same season, it will result in a one game suspension.
9. **TRANSPORTATION:** All participants will ride to and from all athletic contests in transportation provided by the school district. If a parent wishes to have their child ride home with them after an away contest, they must sign a release form at the game site.
10. **LEAVING A SQUAD:**
  - a. If a student quits a team, he/she will have 48 hours (not including the weekends) to personally ask the coach for reinstatement. Coaches will act on these matters as they see fit. They may reinstate the student or drop him/her from the team. If a student quits a team after the tryout period (first two weeks of the season), the student will be suspended from participation in the first 20% of the contest played in the next season they participate in.
  - b. If a student quits a team because of extenuating circumstances, participation during the next season will be at the discretion of the athletic director and/or principal.
  - c. A student that is dismissed from a team by a coach may be subject to the same penalties above.
11. **SCHOOL SUSPENSION:** Students who are subject to an In-school Suspension or an Out-of-School Suspension cannot practice, participate, or attend any game, activity or event during the time of suspension. The suspension ends midnight of the final day of suspension. Friday suspensions will carry through the weekend.
12. **PHYSICAL EDUCATION CLASSES:** Student/athletes are expected to participate in Physical Education classes. Failure to do so forfeits their participation in practice and/or games for that day.
13. **HAZING:** Hazing in any form, including initiation, which is degrading, is strictly forbidden by NYS Law. No student shall conspire to engage in hazing, participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, personal degradation or disgrace, resulting in physical or mental harm to any fellow student or other person. It is understood that hazing of any kind is not allowed on this campus or in athletics. It is further understood that we have a duty to report and acts of hazing we see or know of to a coach or administrator. Participation in or failure to report any hazing will result in a disciplinary review and possible suspension and dismissal from the athletic program.
14. **AWARDS:**
  - a. Any infraction that results in any type of suspension (red card, disqualification, out of school suspension) during the season will disqualify a student from consideration of post-season awards and all-star selection in that season.
  - b. Ralph Root Award Requirements: This award is the most prestigious award given to a senior boy and girl:
    - i. The student must be a 3 sport athlete from 9<sup>th</sup> thru 12<sup>th</sup> grade.
    - ii. The student must display enthusiasm and dedication to the athletic program throughout their high school career.
    - iii. The student must display the utmost respect to all involved.
  - c. Three Sport Athlete Plaque: All students who have successfully completed 3 sports for all their 9<sup>th</sup> thru 12<sup>th</sup> grades will receive this plaque.
15. **ACADEMIC ELIGIBILITY POLICY:** It is the responsibility of each student/athlete to be working in the classroom and passing all subjects. Every Monday the failure list will be generated by the Student Services Office.
  - a. If a student is failing (grade below 65), they will be considered "ineligible."
    - i. The student will attend study center Monday thru Friday from 3:00-3:45. The study center monitor will give the student a slip saying that they attended study center that day, which the student will give to their coach so they can participate in practice that day.
    - ii. Students are required to attend all games and sit with the team, but not in uniform.
    - iii. A letter will be sent home to the parents informing them of the student's grade.
    - iv. Students can become "eligible" the following Monday if they are passing all of their classes.
  - b. If a student fails the same subject for two consecutive weeks, he/she will become ineligible for an additional week. If a student is still failing the same class at the third consecutive evaluation period, they will be dismissed from the team for the remainder of the season. The exception to this rule is if a student is failing ONLY 1 subject with a grade between 60-64 AND the teacher verifies that the student is doing everything possible to raise the grade, then and only then can the PRINCIPAL keep the student on the team as an ineligible player.
 

\*\*\*\*\* NOTE: An Administrator, in conference with a teacher, may place/remove a student on/from academic ineligibility at any time if they feel the student's performance and/or effort between evaluation periods decreases/increases to an unacceptable/acceptable level.

16. ATHLETIC DIRECTOR'S COMMITTEE:

This committee meets as needed to discuss changes to the rules and regulations for participation in athletics. The Athletic Director's Committee consists of the following:

- a. Athletic Director
- b. Principal
- c. Board of Education Athletic Liaison
- d. Two coaches
- e. Teacher
- f. Two community members
- g. Two students

17. SUBSTANCE POSSESSION/USE: Significant findings in health research have confirmed the undesirability of using tobacco, alcohol, marijuana, and other controlled substances. Unfortunately, education and reasoning alone are not always sufficient to deter youngsters from the use of these substances. Therefore, the athletic director, and/or principal must respond to its participants who fail to abstain.

Reports of a violation coming from: a district employee, an adult acting as a chaperone, a law enforcement officer or agency, or a parent/legal guardian of a student involved in an alleged violation, will be investigated.

FIRST VIOLATION: A first offense involving possession of documented use of tobacco, alcohol, marijuana or other controlled substances during any season of participation will result in an initial investigation and the accused student meeting with the athletic director and/or principal. If the student is found to be guilty, the following penalties will be imposed: (1) the student will be suspended for four games during that season. During this time, the student will be required to attend and participate in all practices and sit with the team at games, (2) the student will be required to consult with the school counselor and/or school psychologist for an assessment, and the student will receive appropriate prevention education or counseling before being eligible to participate in any activity.

NOTE: For every practice missed during suspension, the student will be suspended one additional game for each practice missed. If the student misses an entire week of practice, they will automatically be suspended for the remainder of the season. The four game suspension will carry over into the next season that the student participates in if the suspension falls at the end of the season. (Example: if the student is suspended with only two games left in soccer, the four game suspension will carry over into basketball season and the student will be suspended for the first two basketball games). If the student admits to their guilt, there will be an informal meeting with the athletic director and/or principal and parents. The above penalties will then be imposed.

SECOND VIOLATION: Serious documented accusations of a second substance possession/use offense by the same student during the same season or any other season, from 7<sup>th</sup> grade until graduation, will result in the accused student meeting again with the athletic director and/or Principal. If the student is found guilty, a suspension from all sports for one calendar year plus one season will be imposed. (Example: If the student was found guilty for the second time during the winter season, they will not be allowed to participate in the spring, following fall and the following winter seasons).

Students attending parties where alcohol or drugs are being used will be suspended for a minimum of two contests, depending on the athletic director and/or principal's recommendation.

18. APPEAL PROCESS: Any violation of these Rules and Regulations will be handled by the athletic director and/or principal. Students have the right to appeal to the Board of Education (in writing and within five (5) school days) for review of the procedures, findings, and penalties imposed by the athletic director and/or principal. If the appeal is granted, the Board will meet as soon as reasonably possible after filing such appeal to review the case and either confirm the athletic director's and/or principal's decision or modify the same, as the Board of Education shall deem appropriate.
19. INSURANCE COVERAGE: The District's Student Accident policy has a \$100 deductible, and a \$25,000 Maximum Medical Benefit. This policy is supplemental to the student's own health insurance coverage, and is limited in the amount of coverage that is provided.

## STUDENT ORGANIZATIONS

### **STUDENT COUNCIL (Rebecca Hartnett, Advisor)**

- The purpose of the Student Council of Scio Central School is to give the students a voice in the operation of the school, thus improving school moral. It was also organized to give training in the principles, procedures, ideals, habits, duties, and privileges of democracy and leadership. The membership of the Student Council is from the junior and senior high school students. These students are the six presidents of grades 7 through 12, and one elected representative from each class. All school activities, dances, parties, etc, must be first approved by the office with the names of chaperones before being submitted to the Council for approval. Chaperones should have a one-week notice.
- The officers of the Student Council are President, Vice President, Secretary, Treasurer, and Reporter. The President is elected by the student body, but must be a member of the Senior Class, excluding the Senior Class president. The Vice President is elected by the student body, but must be a member of the Junior Class, excluding the Junior Class President. The other officers are elected by the Student Council. A student who faces repeated disciplinary action or who fails to live up to the standards of membership may be required to terminate his position on the Student Council.

### **NATIONAL HONOR SOCIETY (Pam Crowell-Ketchner, Advisor)**

- The Scio Chapter of the National Honor Society of Secondary Schools was founded in February 1955. Current students in the junior and senior classes who have achieved a cumulative average of 85% are eligible for consideration for membership based upon the three additional qualifications of leadership, character, and service. Selection for the National Honor Society is made by the Faculty Council after the first ten week marking period. The Faculty Council carefully reviews each candidate's Student Activity packet and also considers a Faculty survey, which rates each candidate before selecting new members. National Honor Society members participate in activities which promote academics and service to others in the school and community. A student who fails to live up to the standards of membership may be subject to disciplinary action. The Faculty Council may determine that a member may not participate in the next induction ceremony. In some instances, a student may be required to terminate his or her membership as required by the National Honor Society guidelines.

- **NOTE:** An elective Regents class (i.e. any Regents math or science course not required for graduation) or any college level class will be weighted 1.05% for the purpose of eligibility for selection for NHS.

**ODYSSEY OF THE MIND (Jessica Strong, Advisor - Grades 3-12)**

- Students in grades 3-12 can participate. Teams of up to seven (7) members apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. They then bring their solutions to competition on the local, state, and world level. Members must maintain passing grades and attend scheduled practices.

**HISTORY CLUB (James Dineen and Kevin Mole, Advisors)**

- The Scio Central School History Club aims to foster an appreciation for both US and World History among our students. Themes of community service and civic responsibility are also stressed. The Club welcomes students in grades 8-12.

**SADD (Jennifer Nolan, Advisor)**

- Students against Destructive Decisions will meet monthly. They attend the Stop DWI Conference in October. They plan middle school dances and try to get the word out that you don't have to engage in destructive life choices to have a good time. During prom time, they advocate staying sober by having red ribbon week, grim reaper day, and giving away a picture package to someone who makes the "prom promise" (to not drink and drive on prom night).
- SADD's Mission Statement: To provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions.

**FBLA (Future Business Leaders of America) (Dan Childs, Advisor)**

- The FBLA is open to all 8-12 grade students to join but, in order to be an officer; one must currently be taking a course from the club advisor. Community Service such as Toys for Tots, CARE packages for soldiers, baked goods at concerts, are required. Educationally, we analyze business models via tours or speakers, apply classroom knowledge to events, conduct meetings by parliamentary procedure, and have monthly business meetings. Socially, we build human relation interaction skills via fundraisers, socials, events, and much more.

**CHESS CLUB (Dan Smith, Advisor)**

**SKI CLUB (Darla Rau, Advisor)**

**FOREIGN LANGUAGE CLUB (Brittany McClain and Kyle Canfield, Advisors)**

**STEM CLUB (Dennis Whittaker, Kyle Canfield, and Dan Smith, Co-Advisors)**

**DRAMA CLUB (Mary Zdrojewski, Director)**

**YEARBOOK (Doreen Martin and Cindy Winchell, Co-Advisors)**

**NEWSPAPER CLUB (Mary Zdrojewski, Advisor)**

**SCIO CENTRAL SCHOOL  
EXTRA-CURRICULAR AGREEMENT**

*Rules and Regulations for Participants in Extra-Curricular Activities*

The Extra-Curricular Program at Scio Central is designed to provide our students with desirable educational experiences through participation outside the classroom. All students are encouraged to take part in these formal, supervised programs and activities, which complement our regular credit bearing studies and programs.

Because participation in extra-curricular activities involves parental permission, increased time commitment, potential public appearances and scrutiny by the public, Scio Central has established a system of specific rules, procedures, and penalties for those students who participate in extra-curricular activities.

1. **APPEARANCE:** All participants are to act like ladies and gentlemen and dress neatly and cleanly when representing Scio Central School. The coach or advisor will establish the standard expected and will notify the students at the beginning of the season/year.
2. **BEHAVIOR:** All participants in athletics are expected to exercise appropriate behavior in School, in the community and at all school events. Participants must refrain from profane and abusive language and/or gestures at all times.
  - a. **In School:** Participants are expected to complete all assignments and to be courteous and considerate to teachers and other students.
  - b. **PARTICIPANTS WILL NOT BE PERMITTED BACK INTO THE MAIN PART OF THE BUILDING AFTER PRACTICES OR GAMES.**
  - c. Therefore, all books and personal belongings that are needed that evening should be taken immediately after school to the gym and locker room lockers. Participants must display appropriate behavior in regard to the following: horseplay, open affection, language, fighting and verbal assaults on others.
  - d. **Respect:** Participants will show and give respect at all time to their teachers, classmates, all school personnel, players, coaches, opponents, officials, spectators, and other participating students.
  - e. All participants are role models in the community and are expected to behave accordingly.
  - f. Misbehavior will result in punishment before or after school at the discretion of the coach, advisor, athletic director and/or principal.
3. **ATTENDANCE ELIGIBILITY:** All participants in grades 7-12 must be in their homeroom by 7:55 a.m.
  - a. Illegal absences will prohibit a student from participation
  - b. Excused absences (doctor's appt., college visits, etc.), will be left to the discretion of the administration. If possible, notify the athletic director or principal before the day of the excused absence. Any unexcused or illegal absences, from any classes, will prohibit a student from participation in athletic contests or extra-curricular events and activities that day. A note from the appointment should be turned into the office.
  - c. Students who arrive after 9:00am will not be able to participate in extra-curricular activities on that day.
4. **TRANSPORTATION:** All participants will ride to and from all extra-curricular activities in transportation provided by the school district with the following exceptions only:
 

A student may only ride home with his/her own parents after his/her parents sign a release form at the activity site and has approval from the Advisor and/or Principal. (Advisors will have these forms with them).

5. **SCHOOL SUSPENSION:** Students who are subject to an In-School Suspension or an Out-of-School Suspension cannot participate in any activity, or attend any game or event during the time of the suspension. The suspension ends midnight of the final day of suspension. Friday suspensions will carry through the weekend.
6. **ACADEMIC ELIGIBILITY POLICY:** It is the responsibility of each student to be working in the classroom and passing all subjects. Every Monday the failure list will be generated by the Student Services Office.
  - a. If a student is failing (grade below 65), they will be considered “ineligible.”
    - i. A letter will be sent home to the parents informing them of the student’s grades.
    - ii. Students can become “eligible” the following Monday if they are passing all of their classes.
  - b. If a student fails the same subject for two consecutive weeks, he/she will become ineligible for an additional week. Members of school clubs that are failing at the third evaluation period will be ineligible for participation in that club for the remainder of the marking period. The exception to this rule is if a student is failing ONLY 1 subject with a grade between 60-64 AND the teacher verifies that the student is doing everything possible to raise the grade, then and only then can the PRINCIPAL keep the student on the team as an ineligible play.

\*\*\*\*\*NOTE: An Administrator, in conference with a teacher, may place/remove a student on/from academic ineligibility at any time if they feel the student’s performance and/or effort between evaluation periods decreases/increases to an unacceptable/acceptable level.

7. **SUBSTANCE POSSESSION/USE:** Significant findings in health research have confirmed the undesirability of using tobacco, alcohol, marijuana, and other controlled substances. Unfortunately, education and reasoning alone are not always sufficient to deter youngsters from the use of these substances. Therefore, the principal must respond to its participants who fail to abstain.
  - a. Reports of a violation coming from: a district employee, an adult acting as a chaperone, a law enforcement officer or agency, or a parent/legal guardian of a student involved in an alleged violation, will be investigated.
  - b. **FIRST VIOLATION:** A first offense involving possession or documented use of tobacco, alcohol, marijuana or other controlled substances during any season of participation will result in an initial investigation and the accused student meeting with the athletic director and/or principal. If the student/athlete is found to be guilty, the following penalties will be imposed: (1) the student/athlete will be suspended for four games during that season. During this time, the student/athlete will be required to attend and participate in all practices and sit with the team at games, (2) the student will be required to consult with the school counselor or school psychologist for an assessment, and the student will receive appropriate prevention education or counseling before being eligible to participate in any activity. NOTE: For every practice missed during suspension, the student will be suspended one game for each practices missed. If the student misses an entire week of practice, they will automatically be suspended for the remainder of the season. The four game suspensions will carry over into the next season that the student participates in if the suspension falls at the end of the season. (Example: if the student is suspended with only two games left in soccer, the four game suspension will carry over into the basketball season and the student will be suspended for the first two basketball games). If the student admits to their guilt, there will be an informal meeting with the athletic director and/or principal and parents. The above penalties will then be imposed.
  - c. **SECOND VIOLATION:** Serious documented accusations of a second substance possession/use offense by the same student during the same season or any other season, from 7<sup>th</sup> grade until graduation, will result in the accused student meeting again with the athletic director and/or principal. If the student is found guilty, a suspension from all sports for one calendar year plus one season will be imposed. (Example: If the student was found guilty for the second time during the winter season, they will not be allowed to participate in the spring, the following fall and the following winter seasons).
  - d. Students attending parties where alcohol or drugs are being used will be suspended from activity/club for a minimum of one week, depending on the Principal’s recommendation.
8. **APPEAL PROCESS:** Any violation of these Rules and Regulations will be handled by the Principal. Students have the right to appeal to the Board of Education (in writing and within five (5) school days for review of the procedures, findings, and penalties imposed by the Principal. If the appeal is granted, the Board will meet as soon as reasonably possible after filing such appeal to review the case and either confirm the Principal’s decision or modify the same, as the Board of Education shall deem appropriate.

**A CONSENT FORM, PROVIDED BY EACH ADVISOR, MUST BE RETURNED TO THE ADVISOR PRIOR TO THE START OF PARTICIPATION IN EACH CLUB.**

**SCIO CENTRAL SCHOOL DISTRICT - PROJECT SAVE - CODE OF CONDUCT**

**Introduction**

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

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

The District recognizes the need to clearly define the long-standing set of expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts



this Code of Conduct. Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

**Students Rights and Responsibilities**

**Student Rights**

- The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all district students have the right to:
  1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
  2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
  3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

**Student Responsibilities**

- All District students have the responsibility to:
  1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
  2. Be familiar with and abide by all district policies, rules, and regulations dealing with student conduct.
  3. Attend school every day unless legally excused; is in class on time and prepared to learn.
  4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
  5. React positively to direction given by teachers, administrators, and other personnel.
  6. Work to develop mechanisms to control anger.
  7. Ask questions when they do not understand.
  8. Seek help in solving problems that might lead to discipline.
  9. Dress appropriately for school and school functions.
  10. Accept responsibility for their actions.
  11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

**Dignity for All Students Act (DASA)**

In accordance with the Dignity for All Students Act, School District policy and practice must ensure that no student is subject to discrimination or harassment based upon a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function. The Dignity Act Coordinator for the Scio Central School District is Dawn Race, PreK-12 Principal. She may be contacted at 585-593-5510 Ext. 1163.

**Definitions**

- **School Property** means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law Section 11 [1]).
- **School Bus** means every motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers, and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).
- **School Function** means a school sponsored extracurricular event or activity (Education Law Section 11[2]).
- **Disability** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic, or neurological conditions which prevents the exercise of the normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education law Section 11 [4] and Executive Law Section 292[21]).
- **Employee** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to Title Nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section 11[4] and 1125[3]).
- **Sexual Orientation** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).
- **Gender** means actual or perceived sex and includes a person’s gender identity or expression (Education Law Section 11[6]).

- **Harassment** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law Section 11[7]).
- **Cyberbullying** means harassment or bullying by any form of electronic communication, and include incidents occurring off school property that create or would foreseeably create a risk of substantial disruption within the school environment.
- **Hazing** means as a person intentionally or recklessly engaging in conduct during the course of another person's initiation into or affiliation with any organization which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury (Penal Law 120.16).
- **Race** means a group of persons related by a common descent or heredity. For purposes of enumeration, the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent", "Asian", "Bi-racial", "Hispanic/Latinos", etc. to describe and classify the inhabitants of the United States.
- **Color** means the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.
- **Weight** means aside from the obvious meaning in the physical sciences, the word used in reference to a person's "size".
- **Ethnic Group** means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and/or ideology that stresses ancestry.
- **Religion** means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.
- **Religious practice** means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.
- **Sex** means the biological and physiological characteristics that define men and women. (MALE and FEMALE denote "sex").
- **Gender** means the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote "gender").
- **Sexual Orientation** means the sex to which a person is sexually attracted. Someone attracted primarily to members of the opposite sex is characterized as straight or heterosexual. Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with strong or viable attraction to both genders is characterized as bisexual or pansexual.

#### Student Rights

- To be protected from intimidation, harassment, bullying, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function, or activity.

#### Student Responsibilities

- To respect one another and treat others fairly in accordance with the District Code of Conduct and provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, bullying, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment, bullying, or discrimination.

#### Expectations for Parents

- Teach their children respect and dignity for themselves and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

#### Expectations for Teachers

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
2. Confront issues of discrimination, bullying, and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee, or any person who is lawfully on school property or at a school function.
3. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
4. Report incidents of discrimination, bullying, and harassment that are witnessed or otherwise brought to the teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner: **\*Within one school day after witnessing the incident or receiving the report and must file a written report within two school days thereafter.**

#### Expectations for Counselors

1. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.

2. Report incidents of discrimination, bullying, and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner: **\*Within one school day after witnessing the incident or receiving the report and must file a written report within two school days thereafter.**

#### **Expectations for Student Support Personnel**

1. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
2. Report incidents of discrimination, bullying, and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner: **\*Within one school day after witnessing the incident or receiving the report and must file a written report within two school days thereafter.**

#### **Expectations for Other School Staff**

1. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
2. Report incidents of discrimination, bullying, and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner: **\*Within one school day after witnessing the incident or receiving the report and must file a written report within two school days thereafter.**

#### **Expectations for Superintendent**

- Promote a safe, orderly, respectful, and stimulating school environment, free from intimidation, discrimination, bullying, and harassment, supporting active teaching and learning.

#### **Expectations for the Board of Education**

- Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act. Lead by example by conducting Board meetings in a professional, respectful, and courteous manner.

#### **Student use of Electronic Devices**

- Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer, or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in the classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers, or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass, bully, or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and /or any other provision in the District *Code of Conduct* that may be applicable to the circumstances involved.
- Teachers and all other Board personnel should exemplify and reinforce acceptable student dress and behavior (including possession/use of electronic devices) and help students develop an understanding of appropriate appearance and conduct in the school setting.

#### **Prohibited Student Conduct Related to DASA**

- Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronics devices deemed inappropriate by the administration).
- Unauthorized use of personal computer, laptop, tablet, or e-reader and/or other computerized information resources through the District computer system is prohibited.
- Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her well-being.
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
- Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of recognized guide dog, hearing dog, or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog, or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.

- Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.

#### Engage in Misconduct While on a School Bus

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

#### Conclusion

- While the primary focus of this law is on prevention, acts of discrimination, harassment and bullying may still occur. When such acts occur, student offenders will be given the clear message that their actions are inappropriate and will not be tolerated because they are inconsistent with the concepts of tolerance and respect for others and the fostering of civility in public schools in order to provide a safe and supportive school environment for all students. If appropriate, disciplinary action will be taken by the administration in accordance with the district's code of conduct. If the behavior rises to the level of criminal activity, law enforcement will be contacted.
- The Scio Central School District recognizes that professional development is needed in order to implement an effective discrimination, harassment, and bullying prevention and intervention program. The Superintendent and the District Professional Development Team will incorporate training to support this program in new teacher orientation and the annual professional development plan, as needed. Training opportunities will be provided for all staff, including, but not limited to, bus drivers, cafeteria staff and hall monitors, and all staff who have contact with students.
- Furthermore, starting July 1, 2013, any professional applying for a certificate or license including but not limited to classroom teachers, school counselors, school psychologists, school social workers, school administrators or supervisors, and superintendents of schools, must complete training on the social patterns of harassment, bullying, and discrimination. This includes the identification and mitigation of harassment, bullying, and discrimination, and strategies for effectively addressing exclusion, bias, and aggression in educational settings.
- Curriculum throughout the year will be provided for instruction in safe and responsible use of the internet and electronic communications. This will emphasize discouraging acts of harassment, bullying, and discrimination.
- Requirements under this law are meant to promote progressive discipline and intervention, as opposed to a "zero tolerance" approach. Responses to students' violations of the policy shall be age-appropriate and include both consequences and appropriate remedial responses to a student who commits one or more acts of discrimination, harassment and/or bullying. Consequences for a student who commits an act or acts of discrimination, harassment and/or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behaviors, and must be consistent with the district's code of conduct.

#### Bullying/Harassment

It is the policy of the Scio Central School that all members of its school community have the right to work, learn, or visit in an environment that is free from all forms of discrimination, including sexual harassment. In Scio School, harassment of any kind will not be tolerated. Scio Central School will take all steps necessary to ensure that this school shall be free from all forms of discrimination, including sexual harassment. Information specific to the Dignity for All Students Act can be found in the District Code of Conduct.

For the purpose of this policy, the term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful."

Bullying can take four forms:

- Physical** (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
  - Verbal** (including, but not limited to, taunting, malicious teasing, name calling making threats); and
  - Psychological** (including, but not limited to, spreading rumors, manipulating social relationship; or engaging in social exclusion, extortion, or intimidation).
  - Cyber** (including, but not limited to, engaging in a repeated course of communication or repeatedly causing a communication to be sent or posted, by mechanical or electronic means, posting statements on the internet or through a computer network with no legitimate communication purpose which causes alarm or serious annoyance, or is likely to cause alarm or serious annoyance).
- Any member of the Scio School community who believes that he/she has been subjected to any form of harassment shall report all incidents of such conduct to the appropriate school staff member through informal and/or formal complaint procedures.
  - Upon receipt of an informal/formal complaint, a thorough investigation will be conducted. However, if the District has knowledge of or has reason to know of any alleged harassment, including sexual, the District is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.
  - Based on the results of the investigation, immediate corrective action will be taken. The District prohibits any retaliatory behavior directed against complainants and/or witnesses.
  - Decisions made by the building principal based on the finding of the investigation may be appealed to the Superintendent of Schools who will render a decision in a timely fashion. The Superintendent's decision may be appealed to the Board of Education.

## Scio Central School Code of Conduct

### Prohibited Student Conduct

- The rules of conduct listed below are intended to focus on safety and respect for the rights and property of others. Furthermore, the rules of conduct listed are not intended to be either mutually exclusive or exhaustive. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.
- Students may be subject to disciplinary action, up to and including suspension from school when they:
  - A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
    1. Running in the hallways.
    2. Making unreasonable noise.
    3. Using language or gestures that are profane, lewd, vulgar, or abusive.
    4. Obstructing vehicular or pedestrian traffic.
    5. Engaging in any willful act which disrupts the normal operation of the school community.
    6. Trespassing. Students are not permitted in the building after normal school hours without permission of a coach, teacher, principal, or superintendent.
    7. Computer/electronic communications misuse, including any unauthorized use of computers, software, internet account; accessing inappropriate web sites, or any other violation of the district's acceptable use policy.
  - B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
    1. Failing to comply with the reasonable directions of teachers, school administrator, or other school employees, or otherwise demonstrating disrespect.
    2. Lateness for, missing, or leaving school without permission.
    3. Skipping detention.
  - C. Engage in conduct that is disruptive. Examples of disruptive behavior include:
    1. Failing to comply with the reasonable directions of teachers, administrators, or other school personnel.
  - D. Engage in conduct that is violent. Examples of violent conduct include:
    1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
    2. Possess or use weapons, display what appears to be a weapon, or threaten to use a weapon, in or on school property or at a school function. Only authorized law enforcement are permitted to have a weapon in their possession while on school property or at a school function.
    3. Intentionally damaging or destroying the property of a student, teacher, administrator, other district employee, or other person lawfully on school property, or school district, including graffiti or arson.
    4. Intentionally damaging or destroying school district property.
    5. Use of common objects in a threatening or harmful manner (such as scissors).
  - E. Engage in any conduct that endangers the safety, morals, health, or welfare of others. Examples of such conduct include:
    1. Lying to school personnel.
    2. Stealing the property of students, school personnel, or other person lawfully on school property or attending a school function.
    3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group by demeaning them.
    4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability, as a basis for treating another in a negative manner.
    5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions of statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
    6. Intimidation, which includes actions or statements that put an individual in fear of bodily harm.
    7. Hazing, which includes any intentional or reckless act against another for the purpose of initiation into, affiliation with, or maintaining membership in any school sponsored activity, organization, club, or team.
    8. Selling, using, or possessing obscene material.
    9. Using vulgar or abusive language, cursing, or swearing.
    10. Smoking a cigarette, cigar, pipe, or using chewing or smokeless tobacco, or found to be in possession of any of the preceding. This includes electronic cigarettes, e-cigarettes, vapes, and any other device used as a cigarette/cigar replacement.
    11. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, including drugs and drug paraphernalia, or being under the influence of either. "Illegal substances" include, but are not limited to: inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs".
    12. Inappropriately using or sharing prescription and/or over-the-counter drugs.
    13. Gambling.
    14. Indecent exposure, that is, exposure to the sight of private parts of the body in a lewd or indecent manner.
    15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
    16. Engage in misconduct while on a school bus. Students are required to conduct themselves in a manner consistent with established standards for classroom behavior.
    17. Engage in any form of academic misconduct. Examples of misconduct include, but are not limited to plagiarism, cheating, copying, altering records, and assisting another student in any of the above actions.

### Reporting Violations

- All students are expected to promptly report violations of the Code of Conduct to a teacher first, then to a school counselor, principal, or the nearest available school staff.
- All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair, and lawful manner. The building principal must notify the appropriate law enforcement agency of those code violations that constitute a crime.

### Disciplinary Penalties, Procedures, and Referrals

- Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on students' ability to grow in self-discipline. Teachers and support staff have the authority to make decisions regarding disciplinary action and assign consequences up to and including after school detention.
- Disciplinary action, when necessary, will be firm, fair, and consistent so as to be most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:
  1. The student's age.
  2. The nature of the offense and the circumstances that led to the offense.
  3. The student's prior disciplinary record.
  4. The effectiveness of other forms of discipline.
  5. Information from parents, teachers, and/or others, as appropriate.
  6. Other extenuating circumstances.
- As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty. A continuation of minor offenses will result in more significant disciplinary action. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability.

### Penalties

- Students who are found to have violated the District's Code of Conduct are subject to the following penalties, either alone or in combination:
  1. Oral warning
  2. Written warning
  3. Written notification
  4. Detention (lunch and/or after school)
  5. Suspension from transportation
  6. Suspension from athletic participation
  7. Suspension from extracurricular activities
  8. Suspension of other privileges
  9. In-School suspension
  10. Removal from classroom
  11. Short term suspension (5 days or less)
  12. Superintendent's hearing
  13. Long term suspension (more than 5 days)
  14. Permanent suspension

### Parental Notification

- For all violations of the Code of Conduct that result in a student suspension (ISS or OSS), the parent/guardian will be notified by phone and/or written notification. When the violation results in an after school detention for a student in grades 7-12, a member of the school's staff will notify the parent/guardian of the student and provide details regarding the violation and resulting punishment. For students in grades Pre-K-6 who are assigned detention, a phone conversation between the parent/guardian and a teacher or administrator may be necessary. Parents will ONLY be notified of lunch detentions if the behaviors become chronic in nature.

### Procedures

- The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. If there is a violation, video and audio may be reviewed to aid in the disciplinary process. Students who are to be given penalties other than a verbal warning, written warning, or written notification to their parents are entitled to additional rights before the penalty is imposed. Student's rights and responsibilities can be found at the beginning of the Code of Conduct. If an infraction of the Code of Conduct merits a referral to local law enforcement, that decision will be made by school administration.

### Referrals

- **Counseling – Student Services shall handle all referrals of students to counseling.**
- **PINS Petition – The district may file a PINS (Persons in need of Supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:**
  - **Being habitually truant, or not attending school as required by Part One of Article 65 of the Education Law.**
  - **Engaging in an ongoing or continual course of conduct that makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.**
  - **Knowingly and unlawfully possesses marijuana (or other drugs) in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.**

**Disciplinary Guidelines Key**

- AUP – Acceptable Use Policy (Required for use of all district computers)
- ISS – In School Suspension
- OSS – Out of School Suspension

**Disciplinary Guidelines**

*\*Levels of Action will be determined by either the number of incidents a student is involved in or the severity of the incident. All disciplinary actions are at the discretion of the Principal and/or the Superintendent.*

Offense/Violation	Level One Action	Level Two Action	Level Three Action
<b>DISORDERLY CONDUCT</b>			
Running in hallways	Warning	Warning	Detention Parent Conference
Making unreasonable noise	Warning	Warning	Detention Parent Conference
Using language or gestures that are vulgar or lewd directed at a student	Warning Detention	2 Detentions Parent Conference	ISS Parent Conference Suspension
Using language or gestures that are vulgar or lewd directed at staff	2 Detentions Parent Conference	ISS Parent Conference Suspension	1-5 days OSS
Obstructing vehicular or pedestrian traffic	Warning	2 Detentions	ISS Parent Conference
Engaging in any willful act that disrupts school example: food fight	ISS Parent Conference	ISS Parent Conference	OSS 1-3 days Superintendent Hearing Parent Conference
Trespassing	Detention Police Action Parent Conference	OSS Police Action Superintendent Hearing	OSS Police Action Superintendent Hearing
Computer electronic misuse	AUP Suspension 2 weeks	AUP Suspension: 30 days Parent Conference	AUP Suspension up to one-year Superintendent Hearing
Abuse of driving privileges	Loss of driving privileges up to 10 days	Loss of driving privileges up to 30 days	Suspension of driving privileges
Dress code violation	Warning Change clothing or turn inside out/cover up	Detention Change clothing or turn inside out/cover up	See administrative insubordination
Horseplay (physical, non-threatening, inappropriate behavior)	Warning Detention	2 Detentions ISS ½ day	ISS Parent Conference
<b>DISRUPTIVE MISCONDUCT</b>			
Tardy to class <b>*A fresh start will be given to students at the start of the 3<sup>rd</sup> marking period.</b>	1 <sup>st</sup> & 2 <sup>nd</sup> Instances: Warning from teacher 3 <sup>rd</sup> Instance: Detention	4 <sup>th</sup> & 5 <sup>th</sup> Instances: 2 Detentions Parent Conference	6 <sup>th</sup> Instance –Infinity: ISS ½ day with detention
Tardy to school or unexcused absence (failure to bring excuse) <b>*A fresh start for tardies will be given to students at the start of the 3<sup>rd</sup> marking period.</b>	1 <sup>st</sup> & 2 <sup>nd</sup> Instance: Warning	3 <sup>rd</sup> Instance: Detention 4 <sup>th</sup> Instance: Detention Parent Conference Possibly considered truant	5 <sup>th</sup> Instance: 2 Detentions Parent Conference 6 <sup>th</sup> Instance or more: ISS ½ day with detention

Offense/Violation	Level One Action	Level Two Action	Level Three Action
Truant *Includes leaving the building without authorization	ISS Parent Conference	ISS Parent Conference PINS referral	ISS Parent Conference Superintendent Hearing 4 <sup>th</sup> Offense: ISS 3 days Parent Conference Superintendent Hearing
Failure to follow early dismissal procedures	Loss of Privileges Detention 1-3 days Parent Conference	ISS Parent Conference	ISS Parent Conference Superintendent Hearing
Skipping class	1 Detention for each instance (length of time = class time) Parent Conference Zero credit for all work missed	ISS Parent Conference	ISS Parent Conference Superintendent Hearing PINS referral
Leaving a class without permission	Warning Detention	2 Detentions Parent Conference	ISS Parent Conference
Disrupting detention	2 detentions	ISS 1/2 day	ISS Parent Conference
Disrupting the learning environment	1 <sup>st</sup> -5 <sup>th</sup> Offenses: 1-2 Detentions	5 <sup>th</sup> -10 <sup>th</sup> Offenses: ISS Parent Conference Removal from class for up to 5 days	11 or more Offenses: Removal from class for up to 5 days Superintendent Hearing
Use of a cell phone on school grounds without authorization	Phone is taken away (it must be intact) and held in the office until the <b>end of the following school day</b> . After school detention assigned.	Phone is taken away (must be intact) and held in the office for <b>two school days</b> and will be given back at the <b>end of the second day (not including the day it was confiscated)</b> . Two (2) after-school detentions assigned. Parent contacted. Letter sent to parents.	Phone is taken away (must be intact) and held in the office for <b>five school days</b> . A parent <b>MUST</b> pick up the phone from the office. ISS will be assigned. If continued violations of this policy occur, other disciplinary action will be considered. Failure to comply to administrative directives can lead to OSS and/or a superintendent hearing
Misbehavior for a substitute teacher	2 Detentions	ISS Parent Conference	ISS Parent Conference
Skipping detention or Failure to reply to an Office Pass	2 Detentions	ISS	ISS Parent Conference
Intentionally damaging or destroying school property	Detention ISS 1-5 days OSS 1-5 days Restitution Police action, if warranted Superintendent Hearing	OSS 1-5 days Restitution Police action, if warranted Superintendent Hearing	Superintendent Hearing Restitution Police action
<b>INSUBORDINATE MISCONDUCT</b>			
Out of designated areas during lunch	Warning Detention	2 Detentions	ISS (See insubordination)
Failure to comply with reasonable direction of staff.	2 Detentions	ISS Parent Conference	OSS 1-5 Day(s) Parent Conference Superintendent Hearing



Offense/Violation	Level One Action	Level Two Action	Level Three Action
Failing to comply with an administrative directive	ISS 2-4 Days Parent Conference	OSS 1-3 Days Parent Conference Superintendent Hearing	OSS 3-5 Days Superintendent Hearing
<b>VIOLENT MISCONDUCT</b>			
Committing an act of violence upon a teacher, administrator or other school employee acting in an official capacity	Counseling OSS 5 Days Superintendent Hearing Police Action	OSS 5 Days Superintendent Hearing Police Action Counseling	OSS 5 Days Superintendent Hearing Police Action Removal for up to 1 calendar year
Committing an act of violence upon another student or other person lawfully on school property	OSS 1-5 Days Police Action Counseling	OSS 5 Days Police Action Superintendent Hearing Counseling	Police Action Superintendent Hearing Removal for up to 1 calendar year
Possessing a weapon	Police Action OSS 5 Days Superintendent Hearing		Police Action Superintendent Hearing Removal for up to 1 calendar year
Threatening to use any weapon or what appears to be a weapon	Counseling OSS 5 Days Superintendent Hearing Police Action		Police Action Superintendent Hearing Removal for up to 1 calendar year
Intentionally damaging or destroying the property of a student, teacher, administrator, district employee or person lawfully on school grounds	Police Action ISS 1-3 Days Superintendent Hearing Restitution Counseling	Police Action OSS 3-5 Days Superintendent Hearing Restitution Counseling	Police Action Superintendent Hearing Removal for up to 1 calendar year
<b>SAFETY /HEALTH / WELFARE MISCONDUCT</b>			
Lying to school Personnel	Warning Detention	ISS Parent Conference	ISS Parent Conference
Stealing property of students, school personnel or other person lawfully on school property or attending a school function	1-5 Days Detention Police action, if warranted Restitution	ISS Police Action, if warranted Restitution Parent Conference Superintendent Hearing	OSS 1-3 Days Police Action, if warranted Restitution Parent Conference Superintendent Hearing
Defamation which includes making false statements or derogatory representations about an individual or group or any other form of “bullying”	1 Detention Counseling Police Action, if warranted	ISS Counseling Police Action, if warranted Parent Conference	OSS 1-3 Days Counseling Police Action, if warranted Parent Conference Superintendent Hearing
Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability	ISS Counseling Parent Conference	Superintendent’s Hearing OSS 1-3 Days	
Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning ( <b>bullying/ cyberbullying</b> )	ISS 1-3 Days Police Action, if warranted Parent Conference	OSS 1-3 Days Police Action, if warranted Parent Conference	OSS 3-5 Days Police Action, if warranted Superintendent Hearing

<b>Offense/Violation</b>	<b>Level One Action</b>	<b>Level Two Action</b>	<b>Level Three Action</b>
Intimidation, which includes actions or statements that put an individual in fear of bodily harm ( <b>bullying/cyberbullying</b> )	ISS 1-3 Days Police Action, if warranted Parent Conference	OSS 1-3 Days Police Action, if warranted Parent Conference	OSS 3-5 Days Police Action, if warranted Superintendent Hearing
Hazing, including any intentional or reckless act against another	OSS 1-3 Days Police Action Superintendent Hearing		
Selling, using or possessing obscene material	1-3 Detentions Counseling Superintendent Hearing	ISS 1-3 Days Parent Conference Superintendent Hearing	OSS 1-3 Days Superintendent Hearing
Possession of tobacco products including electronic cigarettes, vapes and any other tobacco replacement devices	Detention	2 Detentions	ISS
Smoking a cigarette, electronic cigarette, cigar, pipe or using chewing or smokeless tobacco or possession of any smoking materials or related paraphernalia (matches, lighters, rolling papers)	2 Detentions Counseling Parent Conference	ISS 1-2 Days Counseling Parent Conference	OSS 1-3 Days Counseling Parent Conference Superintendent Hearing
Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal Substances, including drugs and drug paraphernalia, or being under the influence or being suspected of	OSS 1-5 Days Police Action Superintendent Hearing Parent Conference		
Inappropriately using or sharing prescription and over-the-counter medications, dietary supplements or any other compound of organic or synthetic substance	OSS 1-3 Days ISS 1-3 Days Police Action Superintendent Hearing Counseling	OSS 3-5 Days Superintendent Hearing Police Action	
Gambling	ISS 1 Day Parent Conference	OSS 1-3 Days Parent Conference Counseling	OSS 5 Days Superintendent Hearing Counseling
Indecent exposure, exposure to the sight of private parts of the body in a lewd or indecent manner	OSS 1-3 Days Police Action Superintendent Hearing	OSS 3-5 Days Police Action Superintendent Hearing	
Initiating a report warning of fire or other catastrophic event or setting off fire alarm without valid cause. Misuse of 911 or discharging a fire extinguisher.	OSS 3-5 Days Police Action Superintendent's Hearing		
P.D.A. – physical display of affection	Warning Counseling	1-3 Detentions Parent Conference Counseling	ISS 1-3 Days Parent Conference Superintendent Hearing
Sexual Misconduct	OSS 5 Days Superintendent Hearing Police Action Counseling		
<b>TRANSPORTATION MISCONDUCT</b>			
Safety – Board, depart, unsafe behavior, tampering with equipment	Warning 1-3 Detentions Loss of privilege to ride bus 1-5 days Superintendent Hearing	ISS 1-3 Days Parent Conference Loss of privilege to ride bus 1-10 days Superintendent Hearing	OSS 1-3 Days Safety Counseling Superintendent Hearing Loss of privilege to ride bus 1-10 days

Offense/Violation	Level One Action	Level Two Action	Level Three Action
Courtesy – failure to obey driver	Warning 1-3 Detentions Failure to ride bus 1-5 days Parent Conference	ISS 1 Day Parent Conference Failure to ride bus 1-10 days	ISS 1-3 Days Superintendent Hearing Failure to ride bus until Superintendent Hearing determination
Engaging in misconduct while on a school bus or at a bus stop	Warning 1-3 Detentions Failure to ride bus 1-5 days	ISS 1 Day Failure to ride bus 1-10 days Parent Conference	ISS 1-3 Days Superintendent Hearing Failure to ride bus until Superintendent Hearing determination
<b>ACADEMIC MISCONDUCT</b>			
Plagiarism	Warning 1-3 Detentions Zero on assignment	ISS ½ Day Zero on assignment Parent Conference Counseling	ISS 1-3 Days Zero on assignment Parent Conference Counseling
Copying	1-3 Detentions Zero on assignment Parent Conference	ISS ½ Day Zero on assignment Parent Conference Counseling	ISS 1-3 Days Zero on assignment Parent Conference Counseling
Cheating	1-3 Detentions Zero on assignment Parent Conference	ISS ½ Day Zero on assignment Parent Conference Counseling	ISS 1-3 days Zero on assignment Parent Conference Counseling
Altering records	1-3 Detentions	ISS ½ Day	ISS 1-3 Days Superintendent Hearing
Assisting another student in any of the above	1-3 Detentions Zero on assignment Parent conference	ISS 1 Day Zero on assignment Parent Conference Counseling	ISS 2 Days Zero on assignment Parent Conference Counseling
<b>**Note:</b> Any discipline obligations owed by a student at the end of the school year will be administered during examination week or carried forward to the next academic year at the discretion of the administration.			

### STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel will exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Any situation not addressed below, or when an interpretation of “appropriate” or “interference with the educational process” is needed, the principal will make those interpretations.

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

1. Be safe, appropriate, and not disruptive or interfere with the educational process.
2. Recognize that extremely brief garments such as tube, net, and halter tops, spaghetti straps, plunging necklines (front or back), tank tops, and see through garments are not appropriate. In short, shoulders must be covered by at least a 1.5” strap, midriffs must always be covered, and shorts, skirts, and skorts must reach midway down the thigh.
3. Ensure that undergarments are completely covered with outer clothing.

4. Include footwear at all times. Footwear that is a safety hazard will not be allowed. Students should be advised that sandals and flip-flops may pose a safety concern and cannot be worn in some areas of the building and/or curricular areas.
5. Not include wearing hats in the school except for medical reasons, religious purposes, or designated events.
6. Not include items that are vulgar, obscene, slanderous, or depreciate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
8. Not include sunglasses.
9. Pajamas cannot be worn to school except for special occasions with prior administrative approval.
10. Holes in jeans must be appropriate in location, conservative in size, and limited in quantity.
11. Blankets are not allowed as clothing and need to be left at home.

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

#### **Cell Phones/Electronic Devices**

Cell phones can be extremely disruptive to the learning environment. Messages for students can go through the Main Office, if necessary. Students are allowed to use their phones prior to homeroom, during lunch (for **grades 9-12**), and after school is dismissed. Grades 8 and under **MUST** keep cell phones and other electronic devices in a locker or at home. Electronic devices may be used only for educational purposes and with the permission of the teacher. The consequences for cell phone/electronic devices possession or use outside the aforementioned allotted times and circumstances will result in the following consequences:

##### **1<sup>st</sup> Offense:**

Phone is taken away (it must be intact) and held in the office until **the end of the following school day**, after-school detention assigned, and parent is contacted.

##### **2<sup>nd</sup> Offense:**

Phone is taken away (it must be intact) and held in the office for two school days and will be given back at the **end of the second day (not including the day it was confiscated)**, two (2) after-school detentions assigned and parent is contacted. A letter will be sent to parents.

##### **3<sup>rd</sup> Offense:**

Phone is taken away (it must be intact) and **held in the office for five school days**. A parent must pick up the phone from the office. ISS will be assigned.

If continued violations of this policy occur, other disciplinary measures will be considered. Failure to comply with an Administrator's directive can lead to out of school suspension (OSS) and/or a superintendent's hearing.

#### **Lockers**

Lockers are furnished to the students in grades 7-12. The lockers are to be kept locked at all times. It is the student's responsibility to report any "locker problem" to the office. Students **are not to share or exchange lockers**. The textbooks needed for the morning classes should be taken out of the lockers before homeroom in the morning, and the textbooks needed for the afternoon classes should be taken out of the lockers before afternoon classes begin. Students **should not leave money or valuables in their lockers**. No locker is 100% safe and the school cannot be responsible. Students will be held responsible for the overall condition of their locker. Students who purposely damage their locker will be held responsible for damage and repair costs.

**Student lockers, desks and other such storage spaces remain the exclusive property of the school, and the students have no expectation of privacy with respect to these areas and therefore the administration has the right to examine or search any or all such spaces.**

#### **Dance Rules**

1. Dances are for Scio Students in grades 5-8 and 9-12. Prom is a formal dance open to students in grades 11-12. Their guests must be at least in grade 9 and under the age of 21. Homecoming and the Snowball Dances are semi-formal and open to students in grades 9-12. One guest or date will be allowed.
2. Students on loss of privileges and/or on academic and extracurricular ineligibility will not be allowed to attend.
3. Students must arrive before 9:30 p.m. for regular dances and prior to the pre-designated time for formal and semi-formal dances.
4. School rules, along with those listed, apply to all dances.
5. Students are to display proper conduct and are to remain in the designated area or areas.
6. Students suspected of being under the influence of alcohol or drugs will not be admitted. Parents will be called to take the student home and administration will be notified.
7. Students leaving will not be allowed to re-enter.
8. The formal/semi-formal dance committees will determine criteria for the "royal court" prior to the event.
9. Chaperones will include three faculty or staff members. Prom, Homecoming, and Snowball will include at least four chaperones.
10. Eligible students from other districts or eligible SCS graduates must have signed permission slips on file in the Main Office at least 48 hours prior to the dance.

#### **Study Hall Rules**

1. Students are expected to arrive prepared with the necessary materials to occupy their time in study halls. Locker passes will be given at the discretion of the monitor.
2. Students should use their study hall time constructively.
3. Students should allow those around them the opportunity to work without disruption.

4. Students to be excused to another location in the building should come to study hall, on time, with a pass from that teacher.
5. Student restroom passes will be limited to one person with a limit of five minutes.
6. Students are to follow the direction of the study hall monitor.
7. Students must have their agenda with them to get a pass to their locker or the restroom.

#### **Video/Audio**

For safety/discipline reasons, the school building, grounds, and buses are equipped with video and audio. Video and audio are viewed to aid in the disciplinary process. Any person has no reasonable expectation of privacy while on school grounds in a public setting.

#### **Student Driving Privileges**

**Scio Central School allows students the privilege to drive to and from school, providing they obtain a permit and abide by the rules listed below. Keep in mind that any violation of school regulations on school grounds will be cause for the suspension and possible revocation of driving and parking privileges. Furthermore, the school is not liable for any loss or damage to student vehicles. These regulations apply to all motorized vehicles.**

1. Each student who drives a vehicle to school and parks on school grounds must register that vehicle with the Main Office. Registration will consist of name and driver's license number of the student, license plate number, and a brief description of the vehicle (make, model, year, and color).
2. Student parking is restricted to the parking lot south of the Vandermark Road **ONLY**. The north parking lot, visitor parking lot, and bus circle are **OFF LIMITS** to students during school hours. Students who choose to park in unauthorized school lots or community lots do so at their own risk. Students will be warned for parking in unauthorized areas. *Offenders are subject to suspension or revocation of driving privileges as well as towing of the vehicle for severe abusers.*
3. Students are to leave their vehicles parked and locked throughout the day. Students may drive to BOCES or other appointments **ONLY** with parent permission as well as administration approval.
4. Reckless driving, excessive speed, or any unauthorized use of the vehicle will not be tolerated.
5. Violations may result in suspension of driving privileges.

#### **Bicycle Rack**

A bicycle rack is available for student use and is located on the north side (bus garage side) of the building near the cafeteria entrance door. All bicycles and scooters should be parked and secured at this location throughout the school day. The District will not be responsible for thefts or damages that occur.

#### **Pesticides**

School law requires that the District maintain, on an annual basis, a list of parents who wish to receive advance notice of pesticide applications at the school their child attends. To have your name included, please submit a formal request to Doreen Martin, Maintenance Manager, by September 12, 2014. Forms are available in the District newsletter or may be obtained by contacting the school.

**ACKNOWLEDGEMENT/VERIFICATION FORM**  
(PreK-12 students)

New York State requires the school district in which your student is enrolled to provide you with a copy of the Parent-Student Handbook that will be enforced at Scio Central School. We encourage students, parents, and/or guardians to review this important information.

**Please acknowledge reviewing this Parent-Student Handbook by signing below.** Signed forms will be collected by homeroom teachers and turned into the Main Office.

*Scio Central School Administration*

**PARENT VERIFICATION FORM**

I verify that I have reviewed a copy of the **Scio Central School 2017-2018 Parent-Student Handbook** with my child,

\_\_\_\_\_  
(print student first and last name)

I also verify that I understand the rules, policies, and disciplinary guidelines outline in the 2017-2018 Parent-Student Handbook and the consequences that will result if my child does not follow them.

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Parent/Guardian Name (Print)	Parent/Guardian Signature	Date
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**STUDENT VERIFICATION FORM**

I verify that I have received a copy of the **Scio Central School 2017-2018 Parent-Student Handbook** and I have reviewed the rules, policies, and disciplinary guidelines outlined in the handbook with my parent/guardian and a member of the school administration, faculty, or staff has also reviewed these rules, policies, and guidelines with me.

I also verify that I understand the rules, policies, and disciplinary guidelines outlined in the 2017-2018 Parent-Student Handbook and the consequences that will result for not following them.

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Student Name (Print)	Student Signature	Date
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\_\_\_\_\_  
Student Grade

***Please sign and return by Friday, September 8, 2017 to your homeroom teacher.***

## Computer Rules, Code of Ethics, and Publication Permission for Scio Central School Students/Acceptable Use Policy

The following permission form is effective for the 2017-2018 school year.

### Students Must

1. **Respect and protect the privacy of others**  
Use only assigned accounts  
Not view, use, or copy passwords, data, or networks to which they are not authorized  
Not distribute private information about others or themselves
2. **Respect and protect the integrity, availability, and security of all electronic resources**  
Observe all network security practices as posted  
Report security risks or violations to a teacher or network administrator  
Not destroy or damage data, networks, or other resources that do not belong to them without clear permission of the owner.  
Conserve, protect, and share these resources with other students and Internet users.
3. **Respect and protect the intellectual property of others**  
Not infringe copyrights (no making illegal copies of music, games, or movies)  
Not plagiarize.
4. **Respect and practice the principles of community**  
Communicate only in ways that are kind and respectful  
Report threatening or discomfoting materials to each other  
Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)  
Not intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)  
Not use resources to further other acts that are criminal or violate the School's Code of Conduct  
Not send spam, chain letters, or other mass unsolicited mailings  
Not buy, sell, advertise, or otherwise conduct business unless approved as a school project

### Students may, if in accord with the policy above,

1. Design and post web pages and other material from school resources
2. Use resources for any educational purpose

### Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources.

### Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

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*As a parent(s)/guardian of the above student, I have reviewed the above guidelines with my child, and I agree to allow my child to use the school's computers as an instructional tool and agree that the above policies may be enforced. I understand that images of my child may appear on the school's website or newsletter. I understand the district will take appropriate and reasonable measures to protect the privacy of all students.*

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<i>Parent/Guardian Name (print)</i>	<i>Parent Signature</i>	<i>Date</i>
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As a student of Scio Central School, I agree to all the above

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<i>Student Name (Print)</i>	<i>Student Signature</i>	<i>Date</i>
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***Please sign and return by Friday, September 8, 2017 to your homeroom teacher.***