

SOUTH LEWIS SENIOR HIGH SCHOOL



2018-2019
* **STUDENT HANDBOOK**

Our Goal:
“Everyone Will Graduate”

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GENERAL INFORMATION

BOARD OF EDUCATION

Mr. Barry Worczak, President	Mr. Scott Chrzanowski
Mr. Andrew Liendecker- Vice President	Mr. Michael Lisk
Mr. Thomas Burmingham	Mrs. Dawn Ludovici
Mr. Paul Campbell	Mr. Richard Ventura
Mrs. Jessica Carpenter	

ADMINISTRATION

Superintendent of Schools	Mr. Douglas Premo
High School Principal	Mr. Chad Luther
Curriculum/Data Coordinator	Mrs. Deborah Domagala
Director of Physical Education and Athletics	Mr. C. Brian Oaks
Student Mediator	Mr. Chad Brown
Director of Information Technology	Mr. Scott Carpenter
Transportation Supervisor	Mr. Michael Hanno
School Counselors	Mrs. Julie Burmingham
	Ms. Marianne Green

HIGH SCHOOL OFFICE STAFF

Principal's Secretary	Mrs. Michele Liendecker
Front Office Secretary	Mrs. Jennifer McAleese
Attendance Secretary	Mrs. Cathy Brown
Counseling Office Secretary	Mrs. Tonya Bronson
Nurse	Mrs. Kelly Mear

PUBLIC INFORMATION PROGRAM

Parents and members of the community are encouraged to attend and participate at public Board of Education meetings, which are held on the third Tuesday of each month in the High School Conference Room at 6:30 p.m. Our Board meetings include two sessions in which the public is encouraged to address the Board with concerns. One opportunity is provided at the beginning and one is provided at the end of the meeting as well. Although the public is encouraged to participate in these meetings, no concerns regarding personnel issues can be addressed in public session.

Notes and flyers regarding school activities are often sent home with students. Parents and community members wishing to obtain further information about the School District should inquire first through the office of the high school principal.

IMPORTANT TELEPHONE NUMBERS

District Office	348-2500
High School Office	348-2520
Attendance	348-2526
Bus Garage	348-2590
School Nurse	348-2525
Counseling Office	348-2530
Cancellation Line	348-COLD(2053)

FACULTY AND STAFF

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>LOCATION</u>
Michael Absolom	15-1-1	322
Amanda Alger	English	124
Neil Austin	Math	336
Kim Bradway	Business	125A
Chad Brown	Student Mediator	331
Jana Brown	Math	332
Jessica Simmons-Brown	Academic Learning Center	103
Emily Burke	English	122
Julie Birmingham	School Counselor L-Z	Guidance
Martha Campbell	Teacher Assistant	322
Brian Carvel	12-1-1 Class	326
Ed Collins	Social Studies	125
Mike Comet	Science	319
Kristen Davidson	Spanish 1	210
Kacee Delles	English & Social Studies	127
Jennifer Duell	Resource	103
Theresa Garnsey	Aide	Library
Mary Gerhardt	Science	317
Ashley Gino	Physical Education	Gym
Marianne Green	School Counselor A-K	Guidance
Ed Griffiths	Social Studies	130
Cassie Gronowski	Vocal Music	102
Rachael Humphrey	Agriculture	105
Anne Huntress	Science	321
Gail Kiser	Computer Aide	111
Sara Koziarz	Health	307
Robert Lawry	Science	320
Jennifer Lennox	Spanish	126
Ken Liddiard	Technology	106
A. J. McCall	Instrumental Music	101
Marcy McGuire	English	123
Lisa Monks	Librarian	Library
Cynthia Panella	Art	108
Ashley Schneider	Math	333
Dan Shannon	Social Studies	129
Lisa Smithling	AIS	121
Brock Smykla	Physical Education	Gym
Kim Teal	Study Hall	Float
Lee Todeschini	School-Resource Officer	125A
Brook VanBrocklin	Special Education	223
Beranda Vargo	Family and Consumer Science	112
Patricia Vito	Aide	Float
Mary Wilton	Study Hall	Float
Kristi Yager	Math	335
Jeremy Youngs	AIS	121

Who Do I Contact About?

Athletics -	Mr. C. Brian Oaks
Bus Schedule -	Mr. Michael Hanno
Cafeteria -	Mrs. Lisa Strait
Courses/Curricula -	Mrs. Julie Birmingham
	Ms. Marianne Green
Attendance -	Mrs. Cathy Brown
Health Concerns -	Mrs. Kelly Mear
Lockers -	HS Office
Use of Building -	HS Office
Discipline -	HS Office
Other -	HS Office

High School Bell Schedule
2018-2019

PERIOD 1	7:38 - 8:22
PERIOD 2	8:25 - 9:05
PERIOD 3	9:08 - 9:48
PERIOD 4	9:51 - 10:31
PERIOD 5	10:34 - 11:14
PERIOD 6	11:17 - 11:57
	LUNCH (30 Minutes, 11:17 AM - 11:47 AM)
PERIOD 7	12:00 - 12:40
	LUNCH (30 Minutes, 12:10 PM - 12:40 PM)
PERIOD 8/ Activity Period	12:43 - 1:12
PERIOD 9	1:15 - 1:55
PERIOD 10	1:58 - 2:38

SCHOOL CLOSINGS

If school is closed because of bad weather, sickness or any other non-scheduled reason, notice will be given over the following radio stations: WWNY TV CHANNEL 7, WATERTOWN; WBRV BOONVILLE; WSTR TV CHANNEL 3, SYRACUSE; WANT AM/WTOJ FM, WATERTOWN; WWTJ TV CHANNEL 50, WATERTOWN. You also may contact 348-COLD(2053).

GUESTS AND VISITORS

The health and safety of our students is the most important task we have as educators. Schools are a place of work and learning. South Lewis Central School District is a locked campus during school hours. All visitors to the school must report to the locked campus designated entrances specific to each building. Once at that location, visitors are required to notify a district building/safety monitor of their presence by using a call button. The monitor will then "buzz" in the visitor(s) as they see appropriate and inform the visitor(s) where they are required to sign in and obtain a Visitor Badge. There, they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office or building/safety monitor desk before leaving the building. Any alumni that are at school for the purpose of visiting teachers or friends will need to visit after normal school hours.

Parents are encouraged to visit school counselors, school nurses, school psychologists and other support personnel, by appointment, in order to discuss any problems or concerns the parent may have regarding the student, whether school related or not. The principal is authorized to take action necessary to secure the safety of students and school personnel. Unauthorized visitors shall be requested to leave school premises immediately and will be subject to arrest and prosecution for trespassing if they refuse. Students are not permitted to bring younger brothers, sisters, or relatives to school with them. Students from other schools are not permitted to be guests during the school day.

DISCLOSURE TO MILITARY

A provision of the No Child Left Behind Act of 2001 (NCLB), requires the school district to provide students' names, addresses and home phone numbers to military recruiters when requested. However, parents and students have the right NOT to be included when the information is released if they choose. If you do not want your student's personal information released to military recruiters, please notify the high school office and/or the high school counseling office.

STUDENT SURVEYS

During the school year, the district may administer various surveys to high school students. As a result of NCLB, parents also have the right to prevent their students from taking surveys. If you do not want your student participating in district surveys, please notify the high school office and/or the high school counseling office.

SOUTH LEWIS HIGH SCHOOL CODE OF STUDENT CONDUCT

The following is a summary of the South Lewis Central School District Code of Conduct. A complete Code of Conduct is available in every classroom and office. The Board of Education ("Board") is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, 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 ("Code"). Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

STUDENT RIGHTS AND RESPONSIBILITIES

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.
- * Please reference the Student Bill of Rights and Responsibilities on pages three and four of the South Lewis Code of Conduct.

GENERAL BEHAVIORIAL EXPECTATIONS

1. The high school is a separate entity from the middle school. Students are expected to be downstairs in the high school hallways except as necessary to travel to classes upstairs in the middle school. Loitering in the middle school hallways is not permitted.
2. Students shall follow directions of the adults who are responsible for their safety and learning. These people include bus drivers, teachers, support personnel, administrators, parent volunteers and other school staff. Students are to report to school and all classes on time and be prepared to learn. Students are to remain in classes unless they have been dismissed by the teacher.
3. Students are to remain in the school building throughout the school day unless they have been granted permission to leave by the principal or his designee.
4. Students are expected to use appropriate language at all times.
5. School is not the setting for affectionate or intimate behavior. Overt displays of affection will not be allowed.
6. Headgear cannot be worn anywhere in the building during the school day. Students are expected to place all headgear in their lockers upon arrival to school and keep it in their lockers until 2:38 p.m. Extenuating circumstances will be reviewed by the principal.
7. Monday through Friday the instructional day ends at 2:38 p.m.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection during school hours and at social functions are not permitted. Students should refrain from kissing and direct intimate contact. Students failing to follow this policy will receive a warning. Further incidents will result in the disciplinary penalties as described in this handbook.

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 parent(s) have the primary responsibility for acceptable dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall conform to the following expectations:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as **tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), bare midriff, shorts and skirts above mid thigh, see-through garments and pajamas are not appropriate.**
3. Ensure that underwear is completely covered with outer clothing. **Pants and trousers should be worn at waist level and secured with a belt to prevent the possibility of exposure of underwear. Boxer shorts may not be visible at any time.**
4. Include footwear at all times. Footwear that is a safety hazard, disruptive or distracting may not be worn.
5. Headgear of any kind may not be worn in the school building except for medical or religious purposes. Administrative approval is required.
6. **Bandanas may not be worn on the school campus at any time.**
7. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

The principal may allow exceptions to the student dress code for: Spirit Day and other designated special occasions. The principal or his designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

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

PARKING PRIVILEGES AND RULES

Driving a car/truck to school and parking in the large parking lot at the cafeteria end of the high school building is a privilege granted to some students. This privilege can be revoked if the rules are not followed. The **first six rows** of parking spaces closest to the high school building are reserved for faculty and staff parking only. **Students are not allowed to park in the first six rows before and during the school day.** Students must park in a designated parking space and should take care not to block the entry and exit of school buses from the Bus Garage. Once students arrive on campus and park their vehicle they must exit the vehicle and enter the high school building. Students are not allowed to loiter in parked vehicles. Vehicles parked in the morning are not to be entered or used during school hours without the permission of the high school principal or his designee. If a student is late more than 15 times, driving privileges will be lost. Applications for parking permits must be submitted within the first two weeks of school. Campus parking space is limited; therefore, student-driving privileges are issued first to seniors, then juniors and then to sophomores on a need to drive basis. Any student parking on school

property must have a parking permit displayed from the windshield of his/her vehicle. Students must practice safe driving strategies at all times while driving on campus. Driving privileges will be revoked if a student is observed driving recklessly.

TELEPHONES

Office and classroom phones are for business and emergency purposes only. Students will not be allowed to use these telephones to call home for permission to leave school early or ride home with another student, **except in case of an emergency**. Such arrangements can be made by providing a written note signed by the student's parents. Parents will need to call the Attendance Office (348-2526) for any unexpected appointments.

South Lewis Central School Cell Phone Policy

Student use of cell phones, personal digital accessories (PDA) or other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequences beginning with the confiscation of the device and the student having to report to the Principal's or Student Mediator's Office at the end of the school day to receive the appropriate consequences and to pick up their phone, and including, but not limited to, parent involvement, suspension, loss of parking privileges and/or loss of other privileges.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) **are prohibited** in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Restrooms, Locker Rooms, all P.E. Areas, and all Office's and Library. The South Lewis School District will permit texting and other cell phone, PDA uses **except talking on the phone, use of camera or video and/or anything that impedes the learning environment.**

Cell Phone Rule: The respectful, non-disruptive use of cell phones is permitted in any area except those listed above. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration). Violation of the cell phone rule as stated above will result in a referral, as the first action. Any violation beyond the first offense is subject to consequences as stated above in the procedure. Cell phone use in a prohibited area will result in the confiscation of the device and the student having to report to the Principal's or Student Mediator's Office at the end of the school day to receive the appropriate consequences and to pick up their phone.

Students must comply with staff directives, including but not limited to, ending phone usage for student-staff interaction and using appropriate voice volume and device volume. When in use, cell phones must be on silent mode so that no audible ring tone is heard. It is important and necessary for students to hear directions at anytime. For this reason, any listening devices may only be used in ONE ear.

Students using cell phones/PDA's or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may be reported to the appropriate authorities.

STUDENT SEARCHES AND INTERROGATIONS

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

A student may be searched and prohibited items seized on school grounds or in a school building by an authorized District official or employee only when he or she has reasonable suspicion to believe the student has engaged in or is engaging in activity which is in violation of the law, the rules of the school (i.e., the District Code of Conduct), or school policy. The reasonableness of any search involves a twofold inquiry: 1) School officials must first determine whether the search is justified at its inception, and 2) School officials determine whether the search, as actually conducted, is reasonably related in scope to the circumstances which justified the search in the first place.

District owned and provided desks, lockers, textbooks, computers, and other materials, supplies, or storage spaces loaned by the school to students remain the property of the school; and these items and/or places may be opened and inspected by school employees at any time without prior notice and without a student's consent. The purpose of these searches, when they occur, is to ensure the safety of students, faculty, and staff, enhance school security and prevent disruptions of the learning environment. Students have no reasonable expectation of privacy with respect to school property; and school officials retain complete control over such property. However, a student's personal belongings contained within a locker, desk, etc. are subject to the reasonable suspicion standard for searches by an authorized school official.

STUDENT Hall-PASS

The Senior High School faculty and staff place great value on the amount of time each day that students experience direct, instructional contact. The **Student Hall-Pass Policy** was developed and implemented to maximize student instructional time. Students are not allowed to be in the hallways of the Senior High School building without a **Hall-Pass** that has the signature of a faculty or staff member and the time of day that the faculty or staff member signed the **Hall-Pass**. Student hallway time should be kept to a minimum other than during normal passing time between periods. Students found in the hallway without a valid **Hall-Pass** will receive consequences as provided by the Code of Conduct.

STUDENT PASS RECORD BINDER

When students leave the classroom while class is in session they must have a signed DAY-PASS as described in the previous section and must sign the **STUDENT PASS RECORD BINDER**. Students' names, time leaving the room, destination, and the time returned to the room must be written on the daily Student Pass Record form that will be located in a red, 3-ring binder in each classroom. Student Pass Record Binders will provide valuable information as to the location of students in any emergency situation such as a Lock Down, an Evacuation, or when attempting to locate a missing student.

PROHIBITED STUDENT CONDUCT

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

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

The Board recognizes the need to make its expectations for students' conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but not limited to:
 - 1. Running in 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 that disrupts the normal operation of the school community.
 - 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
 - 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet accounts; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but not limited to:
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - 2. Lateness for, missing or leaving school without permission.
 - 3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but not limited to:
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 - 2. Refusing to follow classroom and/or school rules.
- D. Engage in conduct that is violent. Examples of violent conduct include, but not limited to:
 - 1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 - 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 - 3. Possessing a weapon. Only authorized individuals (e.g. law enforcement officials) are permitted to have a weapon in their possession while on school property or at a school function.
 - 4. Displaying what appears to be a weapon.
 - 5. Threatening to use any weapon.

6. Verbally threatening to cause harm upon a teacher, administrator or other school employee or attempting to do so.
 7. Verbally threatening to cause harm upon another student or any other person lawfully on school property or attempting to do so.
 8. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
 9. Intentionally damaging or destroying school district property, including graffiti or arson.
 10. Participating in Gang related activities. Including but not limited to: Recruiting of members, use of gang signs or hand signals, tagging (graffiti), wearing of gang clothes ("colors").
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but not limited to:
1. Lying to school personnel.
 2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. 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 or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating 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. Possessing, using, selling, distributing or exchanging a cigarette, cigar, pipe, chewing or smoking tobacco.
 11. Possessing, consuming, huffing, selling, distributing or exchanging alcoholic beverages, drug paraphernalia, or illegal substances or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, huffing products, look-alike drugs, and any substance commonly referred to as "designer drugs" and any form of synthetic drugs.
 12. Inappropriately using or sharing prescription and over-the-counter drugs.
 13. Gambling.
 14. Indecent exposure, that is, exposure to sight of the private parts of the body.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of emergency numbers (e.g. 911), or discharging a fire extinguisher.
 16. Display of or engaging in affectionate or intimate behavior; or overt displays of affection.
 17. Body Piercing, Cutting, Tattooing, or other physically altering activity of self or others.
 18. Sexual Harassment; which includes any statement or action perceived as harassing and has a sexual connotation

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

- G. Engage in any form of academic misconduct. Examples of academic misconduct include:
 - 1. Plagiarism
 - 2. Cheating
 - 3. Copying
 - 4. Altering records
 - 5. Alteration/destruction of other people's work and resources
 - 6. 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, school counselor, the principal or his designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, or district administrator. All district staff authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification of the parent(s) of the student(s) who are involved, and the appropriate disciplinary sanction that is warranted. Appropriate disciplinary action may include permanent suspension and referral for prosecution.

BEHAVIORAL MODIFICATION GUIDELINES

Students encouraging, or participating in inappropriate behavior are subject to disciplinary action according to the South Lewis Code of Conduct. Disciplinary action may include a reprimand, parental contact, detention, suspension, a Superintendent's hearing and/or referral to appropriate agencies, (i.e., law enforcement agencies, Family Court, and/or counseling treatment agencies.)

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

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

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

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

TEACHERS AND ADMINISTRATORS ROLE IN STUDENT DISCIPLINE

Teachers by virtue of their direct and continual interaction with students are expected and authorized to discipline students. Student behaviors, which are subject to teacher discipline, include those listed in the handbook or Code of Conduct.

Since every interaction between a student and staff member is a learning/teaching experience for the individual student, **the administration reserves the right to modify these guidelines where appropriate.** Not all infractions are covered by these guidelines; others not mentioned will be dealt with according to their nature. The South Lewis Code of Conduct will be strictly adhered to at all times.

PROCEDURES

All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty. (See Code of Conduct) Appropriate disciplinary actions by teachers include, but are not limited to:

- Verbal reprimand
- Parental contact
- Teacher assigned lunch detention and/or activity period detention
- Referral to administration

Support staff is also authorized to handle student misconduct and may refer such matters to teachers and administrators for disciplinary action.

Discipline by the principal or designee may include, but is not limited to, the following:

- Verbal reprimand
- Parental/Guardian notification
- Lunch Detention
- Administrative Detention
- Suspension of privileges
- Alternative Learning Center (ALC)
- Out-of-school suspension
- Restriction of extracurricular activities
- Referral to the Superintendent of Schools
- Referral to outside agencies

Some behaviors are of such a serious nature that they threaten the safety of others and violate civil laws as well as school regulations. In addition to the discipline imposed by the principal, a police report shall be made for any inappropriate action that violates civil law. The principal may also make a referral to an outside agency. Such referral may result in the recommendation for an evaluation to assess involvement with drugs or alcohol, if appropriate. The Principal may also file a Person in Need of Supervision (P.I.N.S.) petition for students who display chronic attendance problems or chronic behavioral problems.

PERSON IN NEED OF SUPERVISION (P.I.N.S.) PETITION

The 36th Edition of ***School Law*** defines a student who is repeatedly disruptive of the educational process or substantially interferes with the teacher's authority over the classroom as, "one who engages in conduct that results in the removal of the student from the classroom by a teacher on four or more occasions during a semester". Students who are repeatedly disruptive can be referred to the Family Court of the State of New York as a person alleged to be a Person in Need of Supervision.

DISCIPLINARY PENALTIES

Students who are found to have violated the district's Code of Conduct will be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning to the appropriate district administrator – bus drivers, hall and lunch monitors, school aides, custodians, coaches, school counselors, teachers, district administrators or designees
3. Written notification to parent(s) – coaches, school counselors, teachers, district administrators or designees
4. Detention – teachers, district administrators or designees
5. Suspension from transportation privileges – director of transportation, district administrators
6. Suspension from athletic participation – coaches, district administrators
7. Suspension of driving privileges – district administrators or designees
8. Suspension from social or extracurricular activities – district administrators or designees
9. Suspension of other privileges – district administrators or designees
10. Removal from classroom – teachers, district administrators or designees
11. Short-term (five days or less) suspension from school – district administrators
12. Long-term (more than five days) suspension from school – Superintendent
13. Permanent suspension from school – Superintendent, Board

DETENTION

Detention is a form of discipline, which may be used by administrators and teachers. Teachers may assign a **Teacher Detention** that requires students to remain during activity period or part of the lunch period for behavioral reasons or for failure to submit required assignments. Students are required to attend such a detention when directed to do so. **Administrative Detention** is a detention study hall operated on a school wide basis.

Activity Period Detention (APD) is a detention study hall operated on a school-wide basis **from 12:43 p.m. to 1:12 p.m.** Monday through Friday. Teachers will assign students to Activity Period Detention. Parent permission is not required for the assignment of students to Activity Period Detention, as it is part of our school day.

Administrative Detention (AD) is a detention study hall operated on a school-wide basis from **2:45 p.m. to 5:10 p.m.** Monday through Friday. Assignment to Administrative Detention can only be made by the principal or his designee.

Alternative Learning Center (ALC) is a school-wide detention program offered Monday - Friday from **7:38 am to 2:38 pm**. This program is an alternative to suspension from school.

1. Documentation for each disciplinary offense must be completed, submitted to the principal or his designee and mailed to the parent or guardian of the student.
2. Normal legal excuses apply for missing detention; doctor appointments, sickness, etc. (nurse excused). The detention will be rescheduled.
3. School Interruptions – In the event that the student does not finish the day of school, such as emergency dismissal or going home sick, the detention will be rescheduled.

COMMITTING ONE OF THE FOLLOWING LISTED OFFENSES WILL RESULT IN A STUDENTS IMMEDIATE SUSPENSION FROM SCHOOL, AND THE POSSIBILITY OF A SUPERINTENDENT’S HEARING, AND REFERRAL TO LAW ENFORCEMENT.

Aggression towards or Threatening Another Student
Aggression towards or Threatening School Personnel
Arson
Assault
Assault with Injury
Assault with Serious Injury
Bomb Threat
Burglary, Larceny, or Other Theft Offenses
Causing a False Emergency Alarm
Committing a Violent Act other than possession of a Weapon on School Property
Criminal Harassment
Destruction of School Property
Gang Related Activity
Homicide
Kidnapping
Possession or transfer of stolen property
Possession or transfer of a Weapon on School Property
Possession, transfer, use, or sale of Drugs or Alcohol
Possession, transfer, use, or sale of Fire Crackers
Repeatedly Substantially Disrupting the Educational Process
Repeatedly Substantially Interfering with a Teacher’s Authority Over the Classroom
Sexual Offenses
Verbally or Physically intimidating and/or forcing another student to endure an emotionally or physically unsafe and/or humiliating experience - as an individual
Verbally or Physically intimidating and/or forcing another student to endure an emotionally or physically unsafe and/or humiliating experience - as a member of a group
Verbally threatening to cause harm upon a teacher, administrator or other school employee or attempting to do so
Verbally threatening to cause harm upon another student or any other person lawfully on school property or attempting to do so

ADMINISTRATIVE DISCIPLINE (DISTRICT)

The principal may refer a student to the Superintendent of Schools when, in the principal’s judgment, disciplinary action by the school staff has been ineffective in improving or changing behavior. Students may also be referred directly to the Superintendent for a serious single incident of inappropriate behavior, especially an act that endangers the health, safety, or welfare of self and/or others.

The Superintendent may initiate an administrative hearing to determine what course of further disciplinary action will be taken. Students will be ensured that their rights are observed in accordance with legal due process. These include the right to:

- A clear statement of reasons for the hearing
- Representation by legal counsel, if desired
- To confront and question witnesses against the student, and
- Present witnesses in one’s behalf.

Further disciplinary actions available to the Superintendent include, but are not limited to:

- Conditional reinstatement,
- Conditional reinstatement with a transfer,
- Long-term suspension with alternative instruction (e.g. tutoring),
- Referral to an appropriate legal and/or social agency,
- A combination of any of these options.

STUDENTS WITH SPECIAL NEEDS

Students with special educational needs who are subject to the expectations of an Individual Educational Plan will be held to the same reasonable standard of behavior as other students in the building. The school district does respect the integrity of a student's Individualized Education Plan and will adhere to the guidelines of this program. In the event of recurring inappropriate behavior or behavior that threatens the safety of students or staff, the Committee on Special Education will meet to review appropriate behavioral expectations for students subject to an Individualized Educational Plan. Suspensions may be imposed for inappropriate behavior as determined appropriate by state law regarding students with handicapping conditions. (Additional information can be found in the Code of Student Conduct)

SEXUAL HARASSMENT

The South Lewis Central School District is committed to safeguarding the rights of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when a student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, written notes, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape.

Sexual harassment is a form of sex discrimination. Any student, who believes that he/she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the high school principal or his designee. In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will promptly begin an investigation.

LOSS OF PRIVILEGES

Extracurricular activities are important to the educational program at South Lewis Senior High School. They provide students with opportunities to develop positive peer relationships and help strengthen students' self-concepts. These activities are also a privilege to have incorporated into the educational program. It is the responsibility of students to follow the behavioral code set forth in the Student Handbook and Code of Conduct. When students meet their responsibilities and behavioral expectations, we can be assured that all students are being granted their right to an education in a safe environment conducive to learning. However, if students do not fulfill their academic and behavioral responsibilities at South Lewis Senior High School they jeopardize these rights for themselves and others. Students who do not meet the behavioral expectations at South Lewis Senior High School may not be allowed to attend extracurricular activities until they can improve their behavior. Students receiving out-of-school suspension may lose their extracurricular privileges for a period of 30 days. Following this interval of time, a conference will be held with the student to determine if the student's behavior has improved, so that privileges may be reinstated. Students failing to meet their obligations during activity period may also jeopardize their eligibility.

STUDENT LOCKERS, DESKS AND OTHER SCHOOL STORAGE PLACES

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

ADMINISTRATIVE REGULATION STUDENT ATTENDANCE

All children in New York State between the ages of six (6) and sixteen (16) years of age in proper physical and mental condition shall receive full-time instruction in a school. Anyone over five (5) and under twenty-one (21), who has not graduated from high school, may attend school without payment of tuition in the district where he/she resides.

Students, over age 16 but not yet 21 years old who attend school, are subject to the same rules as those of students who are required to attend, and therefore must adhere to the same policies and procedures as any child that would fall under compulsory attendance.

Parents are asked to notify the attendance secretary (348-2526) of the cause of a student's absence. If the parent does not call, the attendance officer or nurse will call home to determine the reason for the absence. When a student returns to school after being absent, he/she must bring a written excuse from a parent or guardian stating the exact cause of the absence. Official records will be kept in the Attendance Office.

When a student is tardy to school (first period class or later), he/she must report to the attendance office to sign the attendance log. He/she is to present the tardy slip to his/her class teacher. This teacher should note the time the student was admitted into school. If a bus is late because of weather or road conditions, all students on that bus should report to the attendance office before going to class. When a student has accumulated three lates to school, Mrs. Brown will complete a disciplinary referral and will do so if 6,9,12, etc. lates are accrued

STUDENT ATTENDANCE POLICY

It is the belief of the South Lewis Central School District that opportunities for students to achieve their fullest potential are maximized by regular school attendance that allows a student to take advantage of full interaction with his or her teachers and peers. The South Lewis Central School District also believes that class attendance is a major component of academic success, and that improved student achievement will reduce the dropout rate.

Each student's presence or absence shall be recorded electronically in a register of attendance during each period of scheduled instruction. Scheduled instruction shall include actual instruction or supervised study activities. Any absence from the school day or portion of the day shall be recorded in the register as excused or unexcused. In addition, any student's late arrival or early departure from scheduled instruction will be recorded as excused or unexcused.

The following reasons are considered excused absences:

- | | |
|-------------------------------|---|
| 1. illness | 9. attendance at health clinic |
| 2. death in the family | 10. military obligation |
| 3. doctor appointment | 11. disciplinary detention of an incarcerated youth |
| 4. quarantine | 12. religious education/instruction |
| 5. required court appearances | 13. school suspension |
| 6. approved college visits | 14. driver's test |
| 7. religious observance | 15. approved cooperative work programs |
| 8. school approved event | |

Any other reason will result in an unexcused absence. The following nonexclusive list includes possible examples of unexcused absences.

- | | |
|-------------------------------|-------------------------------|
| 1. student skipday | 7. working |
| 2. family vacations | 8. hunting/fishing |
| 3. traveling | 9. private lessons/activities |
| 4. shopping/hair appointments | 10. cold weather |
| 5. babysitting | 11. needed at home |
| 6. missing the bus | |

Students who have an unexcused absence, late arrival or early departure from scheduled instruction will be subject to a series of incremental interventions which may include, but not be limited to, counseling, loss of privileges, warning or suspension.

The attendance record shall be consulted for the purpose of grading and denial of course credit as defined in this policy. South Lewis Central School District believes there is an important relationship between class attendance and student performance. Consequently, students must maintain attendance of 90% in order to receive course credit. (Attendance means being in class on time and ready to learn). For semester courses, the designee will notify parents or guardians at three unexcused absences, tardiness or unexcused early departures and remind them of the attendance policy.

For yearlong courses, the designee will notify parents or guardians by mail when a student has reached three, six and nine unexcused absences, tardiness or unexcused early departures to remind them of the attendance policy. At twelve unexcused absences, tardiness or unexcused early departures, an Administrative Detention will be assigned and a parent/guardian conference will be held to develop intervention strategies. Students may not exceed nine unexcused absences for semester courses and may not exceed eighteen unexcused absences for yearlong courses. Nine or more unexcused absences per semester or eighteen or more unexcused absences may result in denial of course credit.

Students with excused absences will be given the opportunity to make up work in order to gain course credit. If the absence is excused, the student is to arrange with his or her teacher for an assignment to make up the missed work. Make up opportunities must be completed by a date specified by the teacher. Upon the completion of the assigned make-up work, the student shall be deemed to have attended the class(es) missed.

If and when a student is in jeopardy of being denied course credit or promotion due to their poor attendance record, the principal or his designee shall notify the parents or person(s) in parental relationship. Before a student is denied credit/promotion for reaching the maximum number of unexcused absences, the student and parent/guardian have the right to appeal. The parent/guardian must ask for an appeal in writing to the Superintendent of Schools within 10 business days of notification.

SCHOOL COUNSELING SERVICES

In grades 9 through 12, the counseling program provides the following services: academic counseling, college and career counseling, and personal/social counseling. The school counselors complete an annual review of each student's educational progress and career plans, provide instruction to help students learn about curriculum options and careers, and provide individual and/or group counseling assistance to help students. They also assist students to develop and implement post secondary education and career plans, and provide individual or group counseling assistance to students who exhibit any attendance, academic, behavioral, or adjustment problems.

Ms. Marianne Green will provide counseling services for students in grades 9 through 12 whose last names begin with the letters **A through K**. **Mrs. Julie Birmingham** will provide counseling services for students in grades 9-12 whose last names begin with the letters **L through Z**. The counselors can be contacted by calling 348-2530.

INTERIM PROGRESS REPORTS

Every five weeks during the school year, Interim reports will be mailed to parents of all students. This is one of many ways we communicate student progress to families. Students and parents are urged to contact the teacher and the student's school counselor if help is needed to address academic problems.

Interim Progress Reports for the 2018-2019 school year will be mailed home on or about the following dates:

October 5, 2018
December 14, 2018
March 1, 2019
May 17, 2019

All students in grades 9 through 12 are expected to carry 5 1/2 credits each year. Students are highly encouraged to carry additional work if their schedule permits doing so. All students must have their high school programs of study approved by their school counselor and their parents. Students will not be permitted to double up in core academic subjects until the junior or senior year in order to make up failed courses unless approved by the principal and their school counselor.

REPORT CARDS

Report cards will be mailed home after each Ten-week Marking Period during the school year. All marks shall be numerical and used to calculate honor rolls and class rank. Report Cards for the 2017-2018 school year will be mailed home on or about the following dates:

November 9, 2018
January 25, 2019
April 5, 2019
June 28, 2019

MINIMUM GRADUATION REQUIREMENTS (CLASS OF 2019)

Students must have accumulated at least 22 credits to graduate, and carry at least 5 1/2 credits at all times.

<u>Required Subjects</u>	<u>Regents Diploma</u>	<u>Advanced Regents Diploma</u>
English	4 credits	4 credits
Social Studies	4 credits	4 credits
Math	3 credits	3 credits
Science	3 credits	3 credits
Spanish*	1 credit	3 credits
Health	.5 credit	.5 credit
Art or Music	1 credit	1 credit
Electives	3.5 credits	1.5 credits
Physical Education	2 credits	2 credits
Total	22 credits	22 credits

STUDENTS MUST HAVE COMPLETED ALL GRADUATION REQUIREMENTS IN ORDER TO PARTICIPATE IN THE GRADUATION CEREMONY. SOUTH LEWIS ALLOWS ANY STUDENT TO PARTICIPATE IN THE GRADUATION CEREMONY OF THE STUDENT'S HIGH SCHOOL GRADUATING CLASS AND ALL RELATED ACTIVITIES IF SUCH STUDENT HAS BEEN AWARDED A SKILLS AND ACHIEVEMENT COMMENCEMENT CREDENTIAL OR CAREER DEVELOPMENT AND OCCUPATIONAL STUDIES CREDENTIAL BUT HAS NOT OTHERWISE QUALIFIED FOR A REGENTS OR LOCAL HIGH SCHOOL DIPLOMA.

Local Requirement:

ELA 9, 10, 11, 12; Global Studies 9, 10, US History, Economics, Participation in Government; Algebra I Common Core, Earth Science OR Living Environment

Regents Diploma Requirements:

Students must pass four Regents Examinations (English, Mathematics, Global History & Geography and/or US History & Government, and Science) with scores of 65 or higher; OR one of the 4+1 pathway approved assessments

Advanced Regents Diploma Requirements:

Students must pass eight Regents Examinations (English, three Mathematics, Global History & Geography, US History & Government, two Science (one Living and one Physical Science)), with scores of 65 or higher.

*Students may substitute 5 units of credit in career and technical education (CTE) or the arts in place of the 3 units in a language other than English (LOTE).

Honors Designation:

Students may also receive a **Regents Diploma with Honors** or a **Regents diploma with Advanced Designation with Honors**. To earn an honors designation, the average of all REQUIRED Regents examinations must be a 90 percent or higher.

REGENTS EXAMINATION CHALLENGE PROCEDURE

Students who wish to challenge a Regents examination must meet with their school counselor to discuss their options and the procedure. If the student, parent, and school counselor agree to pursue the challenge of a Regents examination, a written request must be submitted to the high school principal. The request should include: the student's current academic standing, the reason(s) for the challenge, how the challenge will positively impact the student's 4-year program

and academic goals, and additional supporting information as deemed necessary. The request will be forwarded to the Superintendent for his review and decision whether or not to allow the challenge. Students will be expected to pass the challenged Regents with an 85 or higher and to complete some agreed upon project.

SELECTION OF HONOR GRADUATES

The Valedictorian and Salutatorian of the graduating class will be determined at the conclusion of the first semester of the senior year. The Valedictorian and Salutatorian in a four-year program will have maintained the highest cumulative averages respectively of all graduating students from grades 9 through 12 over seven semesters of school.

The Technical Award will go to the student who has maintained the highest average over seven semesters in an occupational education field over his/her high school career. The student must have completed a five-unit sequence in one of the following areas of study: agriculture, business, home economics, occupational education or technology.

WITHDRAWING FROM A COURSE OF STUDY

Students *must speak with the teacher* of the course about what they can do to be successful, prior to meeting with their school counselor about withdrawing from a course. All schedule changes need to be completed by the end of the 5th week (first progress report deadline). Any drops after this time will be subject to the discretion of the counselor and principal, and may result in a withdraw fail distinction. A withdrawal form must be submitted with all required signatures.

PROMOTION POLICY

1. To be promoted from 9th to 10th grade, a student must have earned a minimum of 5 credits.
2. To be promoted from 10th to 11th grade, a student must have earned a minimum of 10 credits.
3. To be promoted from 11th to 12th grade, a student must have earned a minimum of 15 credits.
4. To graduate, a student must have earned a minimum of 22 credits for a Regents or an Advanced Regents Diploma.

GRADING POLICY

Students in grades 9-12 will receive four report cards throughout the course of the school year. The Regents grade, which is a scale score that does not equate in measure to a percentage, will not be factored into any child's final grade. All Regents scores will be listed on the final report card in a separate column. In order for students to pass the class, they must complete all of the course requirements and earn a grade of 65% or higher in the class. In order to earn Regents Exam credit, students must earn a 65 or higher, scale score, on that assessment as defined by New York State.

If a student passes the course, but fails the Regents exam; they can retake the Regents exam at anytime. It may be recommended that a student in this case sit through the course again to review prior to re-taking the exam. The High School Principal or his/her designee will ultimately make that decision. If a student fails the course, but passes the Regents exam, they are still required to earn those course credits, via summer school, PLATO Online Credit Recovery, or sitting through the course again.

All students in grades 9-12 will be granted no less than a 55% on the 1st and 2nd quarter report cards only. The students' actual grade will appear on the 3rd and 4th quarter report cards. Teachers have the option to assign a grade of incomplete, thus affording students additional time to make up work.

INCOMPLETE POLICY

Incompletes should be made up within five weeks of the end of the next marking period, unless the principal has approved special arrangements. Students may need to make special arrangements with the teacher, to make up incompletes. To remove the incomplete, teachers will record the actual grade and submit it to the counseling office as soon as possible following the end of the marking period.

An incomplete on a report card makes a student ineligible for honor roll for that marking period.

MAKE-UP WORK

When students are absent from school it is their responsibility to make-up all class work that they miss. Upon their return to school students should ask each individual teacher for a list of the assignment(s) that they need to complete. Students can gather this information during Activity Period, before and after school, as teachers cannot take time away from class instruction to provide this information. Should a student be absent for an extended length of time, parents/guardians can *contact the high school office* so that missed assignments can be gathered for pick up. The high school office staff will make very effort to contact teachers and collect assignments; however, requests made after 11:00 a.m. may not be able to be gathered until the following morning. Completed assignments **must be returned** to teachers in a timely manner so that progress can be monitored. **Once assignments are completed and returned to the teacher, additional assignments will be provided.**

B.O.C.E.S. PROGRAMS

Technical programs are available to South Lewis students at the Howard G. Sackett Technical Center (BOCES). Students should meet with their school counselor to select the appropriate program. Students earn up to four credits per year in a technical program at BOCES. Please note that all South Lewis students attending BOCES must ride school transportation and comply with all school rules.

ACTIVITY PERIOD

For the 2018-2019 school year, all students will participate in activity period. The instructional day will begin at 7:38 a.m. and end at 2:38 p.m., Monday – Friday. Activity period will be held from 12:43- 1:12 daily. This period is a time for students to meet with teachers for academic support. It is also a time for student clubs, class advisors, and sports teams to hold meetings as necessary.

PARENT/TEACHER CONFERENCES

Parents or guardians wishing to speak with a specific teacher concerning the progress of a child should contact that teacher by phone or email. Email addresses are available on the South Lewis website. If parents or guardians want to request a conference, they should contact their child's school counselor to set up a conference. Parent/teacher conferences will be scheduled during the Activity Period/Period 8 from 12:43 to 1:12. Parents or guardians attending conferences with teachers must sign in, and be issued a visitor's pass, which must be displayed at all times.

Any person or group wishing to visit the high school building must contact the principal or his designee in advance, so that prior approval may be obtained and any necessary arrangements can be made. Reference Board of Education Policy 103R: **VISITORS TO THE SCHOOLS REGULATIONS.**

TUTORING & HOMEBOUND INSTRUCTION

Tutoring will only be provided for students who must be absent from school for extended periods of time due to a medical reason or suspension. If the extended absence is due to a medical reason, a written medical request from a physician must be provided. Parents/Guardians must contact their student's school counselor to arrange tutoring. Tutoring may also be provided for extended absences resulting from action taken by the superintendent regarding a long-term suspension. In this instance, parents/guardians should contact the principal. Two hours of tutoring instruction is available for each school day that the student is not in attendance.

Tutors should request student assignments from the high school office on a weekly basis. Work will be collected and made available to the tutor on the following day. Completed assignments **must be returned** to teachers in a timely manner so that progress can be monitored. **Once assignments are completed and returned to the teacher, additional assignments will be provided. Students will receive credit for work satisfactorily completed while being tutored.**

It is understood that situations may arise that prevent tutoring for every school day missed. The tutor will complete as many hours as possible up to the *two-hour* maximum per day. In the event that a student does not show up for tutoring or the parents/guardians cannot be contacted or the two-hour requirement is not being reached, it is the responsibility of the tutor to inform the student's school counselor that tutoring is not taking place as required. Parents/guardians and students should contact the tutor *and* the appropriate school counselor if they have any questions, concerns, or complaints about the tutoring agreement.

SUMMER SCHOOL

Summer school applications for the Lowville Academy Regional Summer School are available after June 1st in the South Lewis High School Counseling Office. Full year courses may not be taken in summer school at Lowville for the first time. Summer school enrollment is at the discretion of the high school principal.

TRANSFER OR WITHDRAWAL

Any student who transfers to another school or leaves school for other reasons must report his/her intentions to his/her school counselor. Students should return books, school issued electronics, athletic equipment, and any other items belonging to the school. When students register at their new school, the new school will request academic and medical records from South Lewis.

STUDY HALLS

1. Attendance in Study Hall is to be regarded as the same as regular class.
2. Study halls are for studying!
 - a. A quiet atmosphere must be maintained.
 - b. It is the student's responsibility to provide work and/or appropriate reading material for the study hall period.
 - c. Games and electronic entertainment devices will be permitted during study hall period at the discretion of the study hall supervisor.
3. Passes will not be issued until the study hall is orderly and quiet.
 - a. Only one student may sign out of a study hall at a time, to the bathroom, locker or office.
 - b. Pre-signed passes are issued each morning for the library before first period.
 - c. Students are not allowed to sign out during the last few minutes of the period.
 - d. To see another teacher, a student must get a pre-signed pass in ink, from the requesting teacher prior to the beginning of the period.
4. Those students who are on pass restriction, must have pre-signed passes from the main office signed by the principal or his designee to leave class. Otherwise they are not allowed to leave.

TEXTBOOKS

Textbooks are furnished by the school district. All textbooks and library books are the property of South Lewis High School. It is important that these books be kept in good condition so that they can be used in following years. Books lost, defaced, or destroyed must be paid for by the student. It is the responsibility of each student to use and care for these books as though they were his/her own. Books are to be returned in the same condition as received except for normal wear.

Students are to store books in their lockers. Lockers are to be used only between periods. It will be to the advantage of all students to provide themselves with a book bag. This will facilitate carrying and help to keep books in order and in good condition. Students are strongly urged to cover all books for best possible care. Writing in textbooks is defacing school property. Writing in textbooks will not be tolerated.

REPAIR OF TEXTBOOKS AND COST TO STUDENTS

1. Students are to report any damages to the teacher who issued the book. This should be done immediately, and not later than the next class. The teacher will notify the office. The student should not be sent to the office with the book.
2. The student will pay for damaged textbooks at a rate set by the office. If a textbook has been damaged so that it cannot be used, the charges will be as follows: 100% for a book less than one-year-old 50% for a book less than four years old, but more than two years old and 25% for a book that is four or more years old.
3. A student who loses a textbook shall be given one month in which to pay for the book.
4. Damaged books that are still usable will be handled the same as item three above.
5. Books destroyed by intention: Same as above. Students without books: homework must be turned in as if the book had not been lost or destroyed. No second book will be issued to a student until the first copy has been paid for.

HEALTH AND SAFETY

South Lewis Senior High School has a full-time nurse available to our students. Students who are taken ill or injured while in school will receive first aid from the nurse if the teacher is unable to administer the same. If a student becomes sick, he/she should report to the nurse. Students taken ill in school will be cared for until the parent arrives and signs the student out.

Students in grade 10 are required to have a physical examination. If the parents do not wish to have their children examined by the school physician, they must have it done by the family doctor. The school physician will conduct the physical at no expense. The family is responsible for the cost of a physical done by a family physician.

The South Lewis Central School District discourages the use of prescription drugs during the school day. When it is absolutely necessary for a student to take a prescription drug during school hours, the following procedure must be followed:

1. All medications (including over the counter and prescription) should be in the original container stating the student's name, dosage, and doctor's name. **A state mandate requires that the school must have written doctor's permission to administer any medication in school, and we also need a permission note from the parent/guardian.**
2. The parent or guardian must assume responsibility to deliver the medication directly to the health office in a properly labeled original container. Please bring enough medication to last 20 school days or the equivalent of one month. Keep enough at home to eliminate bringing it back and forth to school every day.

3. When medication is brought into school by the parent or guardian, it will be counted by the nurse and the parent. Then the nurse and the parent/guardian will note on the medication sheet the number of pills brought in.
4. The parent is responsible for picking up any medication that remains at the end of each school year. If there is medication that is not picked up, it will be properly disposed.

GENERAL STUDENT ACCIDENT INSURANCE

The Pupil Benefits Plan, Inc. operates on a non-profit basis and is under the supervision of the New York State Public Policy School Athletic Association. The plan is available to all students in elementary, middle and high school. The basic philosophy of the plan is to assist parents with expenses. The parent or guardian's insurance is the primary insurance and the Pupil Benefits Plan is in the excess coverage position. The reimbursement is based on a schedule of so many dollars for each type of injury. There is no deductible except in the catastrophic (major medical) portion of the policy. For further information, contact the high school office.

TRANSPORTATION

Students riding the buses are reminded that from the time they board a bus in the morning until they are delivered home at night, they are under the care of the school and are responsible for their conduct on a bus just as in the classroom. Remember, riding the bus is a privilege. The driver has a big responsibility for the safe transportation of students who should conduct themselves in such a way that the driver may give his full attention to the road. High school students who miss their morning bus pick-up are not allowed to ride the elementary bus to school to school.

TRANSPORTATION TO OUT-OF-TOWN ACTIVITIES

All students, both participants and spectators, being transported to an out-of-town activity by a school-owned vehicle, must board the vehicle at school. Each vehicle will have at least one faculty member aboard in addition to the driver. Every student who goes on a trip will return on the same school sponsored vehicle unless written permission is received in advance from the student's parent and signed by the principal or his designee. Students are released to parents only.

BUS GUIDELINES

- No student is to travel on a bus other than their assigned bus unless they have written parental permission or permission from office personnel to do so.
- Be at the bus stop five minutes early. Remember, the bus travels on a time schedule.
- Never stand on the highway while waiting for a bus.
- Look very carefully in both directions before you cross the road, and cross in front of the bus.

Safety rules on the bus

1. Be courteous, use no profane language
2. Observe same conduct as in classroom
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the driver
6. No tobacco products allowed on bus
7. Do not tamper with or damage bus or equipment
8. Stay sitting in your seat
9. Keep head, hands, feet inside bus
10. Do not bring any dangerous items or material on bus
11. Bus driver will assign seats

12. No animals on school bus
13. Do not fight, push, or shove

Sports or Field trips

1. Coach or teacher/building rep is responsible for seeing that garbage is picked up if you allow students to eat on the bus.
2. A coach/teacher/building rep must leave and return to school with the students.

CAFETERIA/LUNCH

Lunches are scheduled for each student. All students are required to be in the cafeteria during their respective lunch periods. Single use restrooms are located in the cafeteria area. Students should not leave the cafeteria without a pre-signed pass or a pass from the principal or their designee. All students will remain in the cafeteria during the lunch period unless released by staff. Students are not allowed to leave the building during the lunch period unless they have permission from the principal or their designee. The cafeteria is to be a place where students can eat their lunch and converse with their fellow classmates. It is expected that students will act appropriately and maintain a clean and cooperative atmosphere. Students should walk to lunch.

Cutting in the lunch line will not be permitted. Take-out food may not be ordered for consumption in the cafeteria. It is important that all students cooperate in keeping the cafeteria clean by picking up any litter and cleaning up any spills in the area where they were eating. Students should return trays, dishes and silverware to designated places.

Lunch charges may be acquired in the cafeteria office. It is expected that any lunch charge will be paid the next school day. No student checks will be cashed at the high school, but alternative arrangements to pay for lunches can be made by contacting the food service coordinator (348-2543). It is expected that students will pay for lunch at the cash register in the lunch line unless other arrangements have been made. Students, who abuse the cafeteria by disregarding the safety and health of others, will receive disciplinary consequences as set forth in the Code of Conduct.

LIBRARY MEDIA CENTER

The Library Media Center is to be used for quiet study, research, and book selection. In addition to books and magazines, computer resources and audiovisual materials are available for students to use in completing assignments or to pursue new interests. The library staff will assist students in the location and proper use of resources and equipment available. The library will be opened all periods unless otherwise announced. The library is also available for student use during activity period.

PASSES: Students may obtain a pre-signed pass from the library to complete project work during Study Halls. All students will remain in the library for the entire period, unless a pass has been issued for the student to return to study hall. If a student is disruptive, he/she will be asked to leave, and will face disciplinary action.

BORROWING PRIVILEGES: Students may borrow all types of materials and are responsible for returning them on time. Students will receive notices if materials are overdue. If a student has overdue materials, no additional materials may be borrowed until overdues are returned, renewed or paid for. Students will be billed for long overdue or lost materials. Students that fail to respond to overdue notices may be restricted from using the library and may face further disciplinary action.

STUDENT PUBLICATIONS: Students have the right to express their view in speech, writing, or through any other medium or forum, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting. The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to share their views and to communicate both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted. Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers will be provided.

Student newspapers and/or publications, including the yearbook, which are paid for by the school district and/or produced under the direction of a teacher as part of the school's curriculum, are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete student writing that it feels is inconsistent with the district's basic educational mission.

POSTERS ON THE WALL: Advertising or posters of any nature are not to be posted on corridor walls without the principal's permission. No posting on painted walls.

STUDENT CLUBS AND ACTIVITIES

A student's involvement in extracurricular activities is an important part of a complete education. This involvement provides the student with an opportunity to discover and develop talents and abilities.

Each student is encouraged to select wisely from a wide range of activities, and to participate in those areas that hold the greatest interest. All students must comply with The Extra Curricular Activity/Academic Eligibility Policy.

SOUTH LEWIS CENTRAL SCHOOL EXTRACURRICULAR ACTIVITY/ACADEMIC ELIGIBILITY PROCEDURES

The South Lewis Central School District recognizes the role of extracurricular activities in the development of a well-rounded individual. All students are encouraged to become involved in the academic, fine arts, social and athletic opportunities offered at South Lewis. To be eligible to participate in extracurricular activities, a minimum academic standard must be maintained. The **Academic Eligibility Program** is designed to provide students with a support system to help them be successful in their class work. For students to be successful, they must put forth a legitimate effort. This program focuses on EFFORT. Identified students will be given directives to help them concentrate on academic areas that need improvement.

The following criteria have been established to determine when a student involved in extracurricular activities should be required to participate in the Academic Eligibility Program. The program will begin 3 weeks into the school year for the high school students. For winter and spring activities, eligibility will be determined when the activity begins as per marking period grades.

To be identified a student must have a **Grade Point Average in one class of below 65**, or a **Grade Point Average in two classes of 70 or below**.

Students will be given directives on a weekly basis designed to address academic weaknesses. The student may be removed from the program at any point when academic achievement meets criteria. An "**Eligibility**" sheet will be assigned to the student and used to monitor progress.

Should a student not comply with the directives issued, consequences will be imposed. Parent support is integral to student success, therefore parents will be kept informed of student progress. Parents are also encouraged to request an academic conference at any time.

Once identified, students have the following responsibilities:

1. To pick up the "**ELIGIBILITY**" sheet on Monday or the first day of the school week from their first period teacher.
2. To follow the directives outlined at the bottom of the sheet throughout the week.
3. To complete the "**ELIGIBILITY**" sheet on Thursday by getting comments and a signature from all teachers and returning it to the high school office by the end of the day.

Students will be held accountable as follows for athletics and activities in which an on-going schedule of participation is established:

1. First week of non-compliance: The student can continue to practice with the team, but will not participate in the contests scheduled for that week.
2. Second week of non-compliance: The student will sit out practice and will not participate in the contests scheduled for that week.
3. Third week of non-compliance: The student will be removed from the team for the remainder of that season.

For extracurricular activities that do not adhere to a daily schedule, the task of determining appropriate consequences is more complicated. If the student does not comply with the directives issued, a conference will be scheduled after the first week of non-compliance to establish a continuum of consequences. This conference may include the extracurricular advisor, the classroom teacher(s) involved, the student, the parent(s) and the program manager.

CLASS RESPONSIBILITIES

Late in the spring of each school year, the senior, junior, sophomore and freshman classes should organize for the following school year. The class advisors, Student Council, and the high school principal or his designee must approve all activities planned for the coming school year. Appropriate paperwork must be completed and these activities must be recorded on the activities calendar located in the high school office with Mrs. Jennifer McAleese.

EXTRACURRICULAR SCHEDULE

1. Clubs will meet during activity period.
2. Class meetings will be held by request. A one-week notification should be given.
3. All club or class meetings will be held at the convenience of the advisor.
4. In order to avoid conflicts, students are advised to limit their membership to two or three clubs.

CODE OF CONDUCT FOR EXTRACURRICULAR OFFICERS

A student who serves in an official capacity in a school club, class or any other extracurricular activity is acting in the role of a public representative of the South Lewis Central School District. As a representative of the students and the organization, officers are expected to conduct themselves at all times (both in and out of school) in an appropriate manner. With this in mind the following guidelines or rules will be followed:

1. MORALE: As an officer of an extracurricular activity, a student is expected to contribute a positive spirit
2. BEHAVIOR: All officers are expected to be good school and community citizens. Students who are discipline problems are not good community citizens. Students who are

- discipline problems are unwelcome as officers in extracurricular activities. Continuous misbehavior will lead to dismissal from an officer position.
3. **FOUL LANGUAGE:** A person is judged by his/her speech and manner. Use of profane or unacceptable language will lead to dismissal from an officer position.
 4. **VANDALISM/STEALING:** Good citizens respect the property of others. Those who take or abuse school property or the possessions of others will be dismissed from an officer position.
 5. **TOBACCO, ALCOHOL AND DRUG USE:** Use, abuse, or possession of drug paraphernalia, alcohol, tobacco products, or non-prescription drugs, will not be permitted at any time. If apprehended, he/she will be dismissed from an officer position.

It is not just the physical harm that violating these guidelines will cause, but more the manner in which violating them can destroy the morale, honor, and respect of the school. With respect to the aforementioned violations, reports of violations by members of law enforcement, school staff, students or any other responsible persons will be deemed sufficient for appropriate investigation to take place.

SCHOOL ACTIVITIES

Students attending indoor school activities such as dances, games, etc., must stay in the building. Students leaving the building will not be allowed back in. Students are expected to conduct themselves in the same manner that is expected when the school is in session. Students who behave in ways that discredit the school will be barred from all extracurricular activities. Spectators are not allowed in locker rooms during games.

DANCES

School dances are open to South Lewis students in grades 9-12 and will normally be held from 7:00 p.m. until 10:00 p.m. No Middle School students may attend. The high school principal or their designee must approve any guest wishing to attend a dance, including the prom. **A Guest Pass request must be completed by anyone who is not a South Lewis Senior High School student. The Guest Pass request must be signed by the guest's home school administration.** This form must be completed and returned to the South Lewis Senior High school office by 12:00 noon, two days prior to the scheduled dance. Students experiencing difficulties completing Guest Pass requirements should talk with Mr. Brown or Mr. Luther.

STUDENT ACTIVITIES

Art Club: Freelancers
Boys Varsity Club
Family Career and Community Leaders of America (FCCLA)
Future Farmers of America (FFA) for students in Agricultural Education
Foreign Language Club
Girls Athletic Association
Mock Trial
National Honor Society
Physical Conditioning and Weight Training
Recreational Ski
Select Choir
South Lewis Service Organization (SLSO)
Spring Musical
Students Against a Vanishing Environment (SAVE)
Student Council
Yearbook
Youth Advisory Council

SOUTH LEWIS FALCON ATHLETIC CODE OF CONDUCT

Regulations for Interscholastic Athletics

1. **Alcohol, Smoking, and Drug Use:** Smoking, abuse of drugs, use or possession of drugs, drug paraphernalia, alcohol, tobacco or tobacco products, or abuse of non-prescribed drugs will not be permitted at any time. If apprehended, the student will be dismissed from the squad and will be ineligible for any competition or for any athletic award during that a sport for the school year. Counseling will be offered to those student athletes who are found to be in violation of these rules. Any student on prescribed drugs must notify the coach of the sport.
2. **Curfew:** "Reasonable" curfew, as established by the coach of that particular sport, should be observed by all squad members the evening before any contest, unless they are in the company of a parent. The coach will take such disciplinary action, as he/she feels appropriate, if this rule is violated.
3. **Reporting of Violations:** With respect to the above violations, reports of violations by members of law enforcement, administration, or school staff will be deemed sufficient for appropriate investigation to occur.
4. **Absence on Day of Competition:**
 - a. Participant will be ineligible if he/she has an illegal absence from school or class on the day of the contest (skipping and cutting a class are illegal absences).
 - b. Participant will be ineligible if he/she is absent more than one half day for illness.
 - c. Participant will be eligible if he/she is absent for part of the day for legal reasons (i.e. remedial health, court, educational trip).
5. **Participation:** Students may participate in only one sport per sports season. Cheerleading is considered a sport. Any participant quitting a sport after the first game, meet or contest will be ineligible to participate in any other sport during that season.
6. **Equipment:** All school equipment issued to the participant has been signed out and is the responsibility of the participant and his/her parent. If the equipment is lost or damaged due to the player's negligence, parents of the participant will be responsible for the reimbursement of the replacement cost of the missing equipment. The participant will not be permitted to participate until restitution has been made.
7. **Unexcused Absences:** All team members are expected to attend all practices unless excused by the coach. To be excused, the athlete must be in direct contact with the coach prior to the practice from which the athlete wishes to be excused. If the coach is unavailable at school, he/she may be contacted at his/her residence. If direct contact with the coach cannot be made, the team member should contact the Athletic Director. The first unexcused absence will result in a warning. The second unexcused absence will result in dismissal from the team. An unexcused absence from an athletic contest (game, meet, or match) will result in dismissal from the team.
8. **Behavior:** All athletes are expected to be good school citizens. Students who are discipline problems are unwelcome on the team. Contests and practices are secondary to studies. Behavioral problems will be resolved before participation in practices or contests. Continuous behavior problems will lead to dismissal from the team. Students who are on in school or out-school suspensions are prohibited from practicing or playing in contests until suspension period is completed. Students in detention may practice or play in contest

after the daily detention period, but will not be released from detention to practice or play without permission of the high school principal or his designee.

9. **Squad Morale:** As a member of a South Lewis athletic team, the athlete is expected to contribute to positive squad spirit. The squad includes all teammates, coaches, and managers. Squad members are expected to encourage each other and to praise good efforts as well as winning feats. Any athlete whose attitude in the opinion of the coaches has an adverse effect on squad morale may be dismissed from the team.
10. **Vandalism/Stealing:** Good citizens respect the property of others. Those who take or abuse school property or possessions of others may be dismissed from the squad.
11. **Injuries and Health Concerns:** All injuries or disabling conditions must be reported to the coach in charge. Students may sometimes be declared ineligible to participate in a contest or practice due to health or safety factors. Such decisions will be made by the school physician and/or the coaches. In the event that a decision is rendered by the school physician, that decision will be final.
12. **The Use of Foul Language:** A person is judged by his/her speech as well as his/her behavior. Any athlete using profane or "dirty" language will be reprimanded on the spot.
13. **Dismissal after Athletic Contests:** Each team member is expected to stay until the end of the contest. Dismissal will be made by the coach.
14. **Transportation:** Buses are provided for all away contests. Athletes are expected to ride with the team to and from the contest. Athletes will not be allowed to travel otherwise unless the coach surrenders him/her directly to the parent or guardian. Any students wishing to ride with another parent must bring a note from their parent to be initialed by the principal or his designee. The coach must release the athlete directly to the person responsible for taking the athlete home.
15. **Sportsmanship:** "Do unto others as you would have them do unto you" is the Golden Rule, and a good one. We expect everyone to do his/her best to be a winner and to be humble in victory. Displays of poor sportsmanship may result in dismissal.
16. **School Attendance and Practice:** Any athlete not in school by 11:00 a.m. may not participate that day unless he or she has a legal excuse.

Review Board: A student has the option to appeal an athletic suspension or dismissal to the Athletic Review Board during which he/she may present facts to be considered for reinstatement. Prior to appeal he/she must notify the Athletic Director in writing by the end of the second day after the suspension or dismissal has been levied before 4:00 p.m. The Review Board will consist of the Superintendent, the High School Principal, the Athletic Director, and the coach involved. The Superintendent shall act as chairperson of the Review Board.

South Lewis Sports Sign up Deadlines!

South Lewis Athletic sign-up deadlines for all seasons of the 2018-2019 school year are as follows:

- Winter 1 - October 19, 2018
- Winter 2 - January 4, 2018
- Spring - February 15, 2019
- Fall - 2019 - June 14, 2019

These sign-ups will be used for the purpose of deciding whether sports or levels of sports will be played during that season. Athletes need to have all forms filled out on FAMILY ID by the deadline for that season. We will make decisions immediately following the deadlines related to which sports we will offer for the season. Student Athletes need to understand that we will offer sports that meet the minimum required number of athletes at the deadline. Students will also need to realize that cancellation of a sport will impact some student athletes that have signed up. If a sport does not meet the minimum number of athletes, the Athletic Director will meet with the varsity coach of that sport and decide the format of the program for that season.

