



*Sidney Jr. /Sr. High School*

**PRIDE**

PATIENCE • RESPECT  
INTEGRITY • DETERMINATION  
EXCELLENCE

*2020-2021 Student Handbook*



*Empowering all students to make  
meaningful/real contributions to their  
community and beyond.*

# Sidney Jr. /Sr. High School

95 West Main Street  
Sidney, NY 13838



Main Office: (607) 561-7703  
School Counseling Office: (607) 561-7703  
School Nurse: (607) 561-7707

**Principal: Mrs. Lori Pourby** [lpourby@sidneycsd.org](mailto:lpourby@sidneycsd.org)

**Assistant Principal: Ms. Maggie McNamara** [mmcnamara@sidneycsd.org](mailto:mmcnamara@sidneycsd.org)

**School Counselors: Ms. Jody Gravelin (Grades 10-12)** [jgravelin@sidneycsd.org](mailto:jgravelin@sidneycsd.org)

**Ms. Julianne Nicolette (Grades 7-9)** [jnicolette@sidneycsd.org](mailto:jnicolette@sidneycsd.org)

**School Social Worker: Mrs. Elizabeth Gdovin** [EGdovin@sidneycsd.org](mailto:EGdovin@sidneycsd.org)

**School Nurse: Mrs. Ruth Boyce** [rboyce@sidneycsd.org](mailto:rboyce@sidneycsd.org)

**School Secretary: Mrs. Jackie Cowan** [jcowan@sidneycsd.org](mailto:jcowan@sidneycsd.org)

**School Attendance Clerk: Mrs. Melissa Morlano-Johnson** [mmorlanojohnson@sidneycsd.org](mailto:mmorlanojohnson@sidneycsd.org)



## Preparing today's students for tomorrow's world



### OUR VISION

Sidney Central School District provides a safe, secure, and caring learning environment that values excellence in all interactions, fosters academic success, cultivates character, and honors the hopes and dreams of every student.

### OUR MISSION

Empowering all students to make meaningful/real contributions to their community and beyond.

### OUR VALUES

- We believe all children can be successful.
- We believe equitable learning opportunities support student growth and academic performance.
- We believe in promoting curiosity, diversity, citizenship, and social responsibility.
- We believe that all students can graduate empowered with the skills to succeed.
- We believe a culture of continuous improvement will drive the attainment of our mission.
- We believe strong family, school, and community partnerships will enhance excellence.
- We believe it is essential to student success that they be provided with a safe, caring, and inclusive learning environment.
- We believe accountability and transparency foster trust and support.

### FOCUS AREAS

#### Teaching and Learning

1. Design and support meaningful curriculum with real-world applications for all students.
2. Design and support innovative instructional practices.
3. Ensure equitable access to high-quality instructional practices by creating opportunities for co-teaching and mentoring.
4. Ensure collaboration that is focused on creating a guaranteed and viable curriculum.

#### Student Support

1. Adopt Social and Emotional Learning (SEL) standards and programs.
2. Prioritize services that enhance opportunities and supports for all students.

#### Engagement and Communication

1. Design open communication systems and practices between students, staff, administration, community, and parents.
2. Engage all stakeholders in assessing safety planning and implementation for the school community.
3. Strengthen student programming through business and community partnerships.

#### Efficient and Effective Systems

1. Leverage technology to provide students with greater opportunities.
2. Explore strategies to attract and retain high-quality staff.
3. Design district-wide opportunities for teachers and staff to strengthen a student-centered culture.

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## **Referenced Board Policies**

The following Board of Education Policies listed below are either referenced within this handbook or are pertinent to students in the Sidney Central Schools. The policies are accessible in the district office or on the district's website:

<http://www.boarddocs.com/ny/scsd/Board.nsf/Public> (Policies tab on top)

### **Attendance**

- 5100 – Comprehensive Student Attendance Policy

### **Code of Conduct and Disciplinary Matters**

- 3410 – Code of Conduct on School Property
- 7310 – School Conduct and Discipline
- 7313 – Suspension of Students
- 7421 – Discipline at Athletic Events
- 7311 – Loss or Destruction of District Property or Resources
- 3290 – Operation of Motor Driven Vehicles on District Property
- 3411 – Unlawful Possession of a Weapon upon School Grounds
- 7360 – Weapons in School and the Gun Free Schools Act
- 7320 – Alcohol, Tobacco, Drugs and Other Substances (Students)
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- 7315 – Computer Network for Education
- 7316 – Student use of Computerized Information, Resources (Acceptable Use Policy)
- 0115 – Student Harassment and Bullying Prevention and Intervention
- 0115 – Hazing of Students
- 0115 – Sexual Harassment
- 0115 – Anti-Harassment in the School District

### **Extracurricular Activities - 7410**

### **Field Trips - 8460**

### **Suicide - 7540 – Suicide**

### **Visitors – 5300.65 – Visitors to the School**

### **The following forms are available in the school's main office or on the Sidney Central School District website.**

- Bully Prevention and Reporting Forms
- Sidney Central School District Complaint Form 3420F. (This form is to be used for all complaints within the Sidney Central School District, including incidents of alleged discrimination or harassment.)

## SECTION ONE

### **Section 1.1 – Period Schedule**

Our schedule includes ten instructional periods. The Jr. /Sr. High School day will run from 7:40-3:10. Teachers are available at 7:40am

	<b>(Lunch Period A)</b>	<b>(Lunch Period B)</b>	<b>(Lunch Period C)</b>
Warning Bell	7:50	7:50	7:50
Period 1	7:55-8:35	7:55-8:35	7:55-8:35
Period 2	8:39-9:19	8:39-9:19	8:39-9:19
Period 3	9:23-10:03	9:23-10:03	9:23-10:03
Period 4	10:07-10:47	10:07-10:47	10:07-10:47
Period 5	<b>10:51-11:31</b>	10:51-11:31	10:51-11:31
Period 6	11:35-12:15	<b>11:35-12:15</b>	11:35-12:15
Period 7	12:19-12:59	12:19-12:59	<b>12:19-12:59</b>
Period 8	1:03-1:43	1:03-1:43	1:03-1:43
Period 9	1:47-2:27	1:47-2:27	1:47-2:27
Period 10	2:28-2:58	2:28-2:58	2:28-2:58

**Please note: The said schedule above is for “traditional” instruction. Schedules are subject to change based on COVID-19.**

### **Section 1.2 – Closing of School**

If it is necessary to close schools due to bad road conditions in the winter, etc., families may be called via Global Connect or announcements will be made on the following radio and television stations: WCDO (1490 AM – 100.9 FM), WBNG-TV, and on the District Website.

### **Section 1.3 – The Cycle**

In Sidney Jr. /Sr. High School, many students have labs or Physical Education only on certain days of the week. If school is closed due to some emergency, the day we return to school is the same as the day that was missed. Therefore, our schedule is based on a day 1 and day 2 cycle.

### **Section 1.4 – Student Planners**

Planners will be available in the Jr. & Sr. High Main Office for students interested in using them. Students in grades 7<sup>th</sup> & 8<sup>th</sup> will be incorporating the use of a planner (either electronically or hard copy) during their daily planning.

### **Section 1.5 – Visitors**

All visitors are required to have a government issued photo ID in order to enter the building. Your cooperation is requested and appreciated for the security of all students.

The following excerpt is taken from the District Code of Conduct policy on visitors and volunteers.

Schools are a place of work and learning. Therefore, certain limits must be set on visitation to the district’s schools and classrooms. The building principal is responsible for all persons in the building and on school grounds. For these reasons, the following rules apply to all visitors at Sidney Elementary School.

Anyone who is not a regular staff member or student of the school will be considered a visitor.

**All visitors to the school must report to the Sidney Jr. / Sr. Main Visitor Entrance. You 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 identification badge must be returned to the main visitor entrance before leaving the building.**

Visitors attending school functions that are open to the public may not be required to register during the day or after school hours.

Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher and principal.

Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

All visitors are required to abide by the rules for public conduct on school property, which is contained in the District Code of Conduct.

### **Section 1.6 – Bulletins/Announcements**

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced over the P.A. system and scroll on the televisions each morning. Students responsible for putting notices in the daily bulletin must have their notices approved by their advisor and in the main office the day preceding the notice.

## **SECTION TWO**

### **Section 2.1 – School Counseling Services**

There are two School Counselors in the Sidney Jr. /Sr. High School. Ms. Gravelin, the grades 10-12 counselor, and TBD, who will be the grades 7-9 counselor. Please feel free to contact the school counseling department at 561-7703 for any scheduling or counselor needs at any time throughout the school year.

**School Counselor’s Role** - School Counselors are vital members of the education team and maximize student access.

- **Help all students:**
  - Apply academic achievement strategies
  - Manage emotions and apply interpersonal skills
  - Plan for postsecondary options (higher education, military, work force)
- **Responsibilities include:**
  - Individual student academic planning and goal setting
  - School counseling classroom lessons based on student success standards
  - Short-term counseling to students
  - Referrals for long-term support
  - Collaboration with families/teachers/administrators/community for student success
  - Advocacy for students at individual education plan meetings and other student-focused meetings
  - Data analysis to identify student issues, needs and challenges

### **Section 2.2 – Standardized Testing**

The following tests are available for students to take:

- PSAT (pre-SAT and National Merit Scholarship qualifying exam)
- ACT: American College Test
- SAT: Scholastic Aptitude Test
- AP: Advanced Placement Exam in US History



The dates for these tests for the current school year are available in the School Counseling Office.

**Section 2.3 – Directory Information Released to Armed Services and Colleges**

Under Federal legislation (Every Student Succeeds Act- ESSA), school districts are required to provide directory information (names, addresses and home phone numbers) to any military or college recruiters requesting the information. Parents must be given an opportunity to refuse this release of information, and should have already received this information in a mailing home. **If you do not wish to have your child’s information released to armed forces or colleges, please contact the School Counseling Office at the High School in writing if you have not already done so.**

**Section 2.4 – Graduation Requirements**

To earn a **Regents Diploma:**

- Students must score a 65 or higher on the following 5 exams, 1 Math, 1 Science, Global Studies, U. S. History & Government, and ELA.

To earn an **Advanced Regents Diploma:**

- Students must score 65 or higher on 8 Regents exams and 1 Regional Regents: Algebra I, Geometry, Algebra II, Global Studies, U.S. History & Government, ELA, Spanish III Regional Regents, and two Regents level sciences (from these four: Living Environment, Earth Science, Chemistry, and/or Physics).

Students must earn at least one unit of credit in a language other than English. This may be done by passing the language proficiency exam at the end of Spanish I or by passing a credit of a second language in the high school. Students must also earn one credit in Art or Music and one-half credit in Health.

Please refer to the High School’s annual Curriculum Guide for a complete list of requirements for graduation. This can be found on our district’s website.

**REQUIREMENTS FOR GRADUATION**

A minimum of 22 credits are required.

Students graduating from high school in New York State must meet the following requirements:

**Minimum Credits**

	Regents Diploma	Advanced Regents Diploma
English	4	4
Social Studies	4	4
Science	3	3
Mathematics	3	3
Physical Education	2	2
Visual Arts/Music	1	1
Health	½	½
Foreign Language	1	3

Additionally, the following  
Regent’s examinations must  
be passed with a **65:\***

Regents English Regents Math - Algebra	+ 2 <sup>nd</sup> Math Regents + 3 <sup>rd</sup> Math Regents
Regents Global History Regents U.S. History Regents Science	+ 2 <sup>nd</sup> Science Regents
+ Foreign Language Regional Regents	

Remember that these are minimums.

Students will still have the opportunity to take advanced courses in all the above core areas, as well as many occupational electives.

### **Section 2.5 – Health Services**

Any student needing medical attention (ill, injured, etc.) should report to the school nurse. The school nurse will decide the appropriate medical attention and contact the parents/caregiver of the student if the condition so warrants. **Students should not leave the building because of illness without proper authorization.**

**Parents must contact the school before the school will release a student who feels sick, who needs to attend an appointment, or who otherwise wishes to leave school at any time during the day. Under such circumstances, school officials will make every effort possible to contact the parents/caregivers or emergency contacts left by the parents. Students who leave prior to such a verbal “transfer of custody” will face disciplinary consequences. This policy holds regardless of the student’s age.**

- If the school nurse is not in-students are to report to the Main Office.

### **Section 2.6 – Counseling and Other Special Services**

Students or parents of students who find their child in need of counseling can get help at the school. Students or parents will and should typically begin with their school counselor, but they can also go to any adult they trust within the school. Many students seek help from the nurse, the principal, social worker, or a trusted teacher. Any of these individuals is an appropriate place to start. We can also help parents access appropriate services in the community.

### **Section 2.7 – Contacting Teachers**

Teachers may be contacted by calling the main office at the High School at 561-7703. Teachers and school staff members can also be contacted via school e-mail accounts. Staff members email can be accessed by visiting [www.sidneycsd.org](http://www.sidneycsd.org) and selecting the high school’s webpage.

### **Section 2.8 – Complaints or Concerns**

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible.

- Contact the person with whom you have a concern.
- If the concern still exists, contact the building principal.
- If still unresolved, contact the superintendent.

### **Public Notice/Non-Discrimination Notice**

The Sidney Central School District does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality ), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies should be directed to:

Ms. Kerrie Johnston  
Civil Rights Compliance Coordinator  
95 West Main St  
Sidney, NY 13838  
(607)561-7700

### **Section 2.9 – Working Papers**

Forms for working papers are available in the Main Office. Students are required to have these up through age 18.

## **SECTION THREE**

### **Section 3.1 – Field Trips**

Students who are given the opportunity to attend field trips are responsible for making up all missed work. **Students are also responsible for telling their teachers ahead of time that they are going on a field trip and will miss class.** A parent permission slip must also be signed and turned in before the student leaves on his or her field trip.

### **Section 3.2 – Bus Regulations**

The rules of common sense and courtesy are to be followed when riding on our school buses. Riding the school bus is a privilege extended to bus students, and conduct that endangers the health and safety of others may result in removal from the bus. The following rules are listed on all buses:

- Observe the same conduct as in the classroom
- Be courteous and use no profane language
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the driver
- Do not use tobacco products, drugs, or alcohol
- Do not be destructive
- Stay in your seat
- Keep head, hands, and feet inside the bus
- Bus driver is authorized to assign seats

### **Section 3.3 – Bus, Fire and Other Emergency Drills**

New York State requires that we hold various safety drills throughout the school year. We will have twelve (12) emergency/fire drills and two (2) bus drills each school year. Students should follow directions for all drills and move to designated areas quickly and quietly. Fire drill directions are posted in all classrooms.

### **Section 3.4 – Student Behavior at Athletic Events**

Students at all school events are required to abide by all rules and regulations outlined in the District Code of Conduct (additional copies are available in the District Office). It is the belief that good sportsmanship on the part of spectators at high school athletic contests is as important as good sportsmanship on the part of the players. The following guidelines for spectator conduct are expected as a means of continuing and strengthening the ties that exist between competing schools. Spectators are encouraged to be actively involved in positive behaviors that promote enthusiastic support for our interscholastic teams. Spectators should cheer for our teams rather than against others. Discourteous or unsportsmanlike behaviors are unacceptable. No spectator should be involved in any of the following actions:

- No one shall enter the competition area or throw any object on to the playing surface. This action is equally dangerous to Sidney athletes, other participants and spectators.
- No one shall use unacceptable language when cheering or engage in any cheer that is demeaning to a team or an individual (players, coaches, referees, or other spectators)
- No sound producing devices shall be used. This includes horns of any type, whistles, drums, etc. (with the exception of the pep band).

### **Section 3.5 – Textbook Policy**

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written in the book in case they are misplaced. We do charge a fine based on the principal's or teacher's judgment for abuse, misuse, or lost textbooks.

### **Section 3.6 – Free or Reduced Lunches**

**Breakfast and lunch are available to all students each school day for free.** For families meeting income requirements, meals are available to their children at free or reduced prices. Parents must complete an application to be eligible. This information is kept strictly confidential by law. It is important to all our students that all eligible families apply to receive the benefits of the free and/or reduced program. Please contact the Director of Food Services at 561-7700 ext. 4264 for an application or if you have any questions.

## **SECTION FOUR**

### **Section 4.1 – Add/Drop Policy**

Students may not add or drop a course after the first seven school days in a half-year course or ten school days in a full year course.

Any exceptions to this rule must be approved by the principal, school counselor, teacher, and parent(s) in a meeting with the student. No change will be made prior to such meeting. Any course dropped with the principal's permission after the add/drop deadline may still appear on the student's transcript as either a WP (withdrawn passing) or a WF (withdrawn failing).

### **Section 4.2 – Summer School**

Sidney Jr. /Sr. High School hosts its own in-house summer school program. The in-house summer school program will only be offered to Sidney students and taught by Sidney Faculty. There will be a range of courses offered for credit recovery and Regent preparations. Students will have the opportunity to take up to three courses during the program. Summer school slots will be assigned based on students' attendance, disciplinary records, effort during the regular school year, grade level, and degree of need.

Students must have a minimum 50 average in their regular school year class in order to qualify to retake a course in summer school. Students wishing to take a lab science in summer school must have fulfilled the minimum lab requirement during the regular school year in order to qualify.

New York State requires that schools count the regular school average as a part of the grade in a class that a student retakes in summer school. Thus, a student's regular school average will count as 20% of the student's summer school grade. This means that a student in summer school must earn a grade high enough to compensate for failing grades during the school year in order to earn credit for the course.

### **Section 4.3 – BOCES Career and Technical Education**

The high school offers complete career & technical programs at the Harrold BOCES Center in Trout Creek. All school rules and regulations also apply at BOCES. Upon student return from BOCES, students in the afternoon programs must report to their study hall or class unless they have prior permission from the principal to leave school grounds. Students who exceed the number of absences allowed under Sidney's attendance policy in either their regular school classes or in their BOCES program will jeopardize their ability to participate in the BOCES occupational program. Attendance will be monitored closely.

### **Section 4.4 – College Accredited Courses**

Students may take courses for college credit under a number of different programs. Students may enroll in:

- **SUNY Broome**
  - Algebra and Trig. For Calculus (MAT 156)

- Calculus (MAT 181)
  - Digital Photographic Imaging (COM 211)
  - Engineering Design I with Graphics (ERG 150)
  - Engineering Design II with Graphics (ERG 151)
  - Exploring Healthy Lifestyles PED 168)
  - Intermediate Spanish I (SPA 201)
  - Intermediate Spanish II (SPA 202)
  - Intro. To A & P (BIO 101)
  - Principals of Training and Conditioning (PED 171)
  - Solutions in Fitness and Wellness (PED 118)
  - Solutions in Fitness and Wellness (PED 119)
  - Statistics I (MAT 124)
- **SUNY Delhi**
    - Composition I (ENGL 100)
    - Literature (LITR 100)
- **Rochester Institute of Technology (RIT)**
    - PLTW: Computer Integrated Manufacturing (CIM)
    - PLTW: Engineering Design and Development (EDD)
    - PLTW: Introduction to Engineering Design (IED)
    - PLTW: Principles of Engineering (POE)

#### **Section 4.5 – Valedictorian/Salutatorian**

The student with the highest grade-point average over 3.5 years (from 9<sup>th</sup> grade through the 2<sup>nd</sup> marking period of 12<sup>th</sup> grade) will be declared the class valedictorian. The student with the second highest grade-point average will be salutatorian. A student must be enrolled and physically present for six semesters to be declared valedictorian or salutatorian. Eligible students must also be enrolled and physically present for their entire senior year as full-time students. A student must have completed the five Regents exams and/or the Regents competency tests required for graduation by the end of the first semester of their senior year. The valedictorian and salutatorian will both present speeches at the graduation ceremony. The top 10 students, according to grade-point averages and achieved criteria, will be recognized during commencement.

\*A full-time student is defined as a student who is taking a minimum of 5.5 credits per year.

#### **Section 4.6 – Participation in Graduation**

In order to participate in the Commencement Ceremony as a graduating senior, students must have met all graduation requirements prior to the date of Graduation. Students not meeting all graduation requirements in June will not be allowed to participate in the Commencement Ceremony.

#### **Section 4.7 – Response to Intervention (RTI)**

Sidney Jr. /Sr. High School offers a number of RTI programs for students in danger of not meeting graduation requirements. These programs can be voluntary, but they will also be mandated by the school for students who fail to meet threshold points on certain academic assessments.

Some of our RTI programs include:

- **Labs at Lunch** – Required lab work sections for Science students who fall behind in labs.
- **Structured Study Halls** - Structured help, review and re-teaching is available for identified students.
- **Advisory Periods** – Instructional period for students to meet with teachers for additional help.

- **Online Resources** – (These are self-guided and can be monitored by faculty/staff.)

#### **Section 4.8 – Marking and Grading**

Progress reports are issued at the five-week mark of each quarter and report cards are issued at the ten-week mark. Copies of all progress reports and report cards are kept in the Guidance Office. Parents and students may access their grades through the Power School link located on the Sidney Central School District’s website.

**Students’ true numerical grade will be recorded for each class on each report card. A grade below 55 for the first and/or second marking period will be converted to a 55 if and only if a student earns a passing grade in the third and/or fourth quarter. This provides an opportunity for a student to pass a course and/or attend summer school.**

Students must take a final exam or equivalent in a course to receive credit for the course. The final exam grade will be averaged into the fourth (4<sup>th</sup>) quarter marking period average.

Final course grades may include Regents examination scores. It is critical that students not only successfully complete the course, but that they successfully pass the Regents examination. Sidney students must pass both the course of study and the Regents exam to receive Regents credit for the course taken. Students will not earn course credit merely by passing the end of the year test.

#### **Section 4.9 – Honor Roll, High Honor Roll, Superintendent’s List**

A list of honor roll students will be published from the principal’s office four times a year to recognize those students who are achieving academically at a superior level. There will be three levels: Honor, High Honor and the Superintendent’s List, with no grade below 70%.

- **Honor Roll List**, a student must have achieved an overall average of 85-89.99.
- **High Honor List**, a student must have achieved an overall average of 90-94.99.
- **Superintendent’s List**, honors our highest academic achievers. Students with a quarterly average of 95 or above will be named to the Superintendent’s list for that marking period.

*(Refer to the school counseling website for directions on how to calculate GPA for grades 9-12)*

#### **Section 4.10 – Independent Studies**

An independent study option is available to high school students. Students and their faculty mentor must complete an independent study plan and contract. That plan must be approved by the school counselor, principal, and the parent before beginning the study. Independent study forms are available in the Guidance Office.

### **SECTION FIVE**

#### **Section 5.1 – Student Council**

The Student Council is responsible for coordinating the extra-curricular activities at the High School. They represent student views on school policies and issues and advocate for programs and ideas to benefit the Student Body. They also sponsor the Achievement Awards Ceremony. Student Council representatives must stay in good academic standing throughout their term. All Student Council members are required to stay after school once a month to meet as a full Council including officers from each grade level.

#### **Section 5.2 – Student Elections**

Student Council offices include President, Vice-President, Secretary, and Treasurer who are responsible for coordinating class activities for the year. These officers are elected by the student body (grades 9-11) in the spring for the following school year. Each class also elects a Class Representative to represent them on the Student Council. These elections are held in the fall of each school year. Class officers are elected

each spring for the following year. Each class has a President, Vice-President, Secretary and Treasurer who are responsible for coordinating class activities for the year. These representatives are responsible for communicating their grade level interests, ideas and concerns. They are also responsible for reporting back to their grade levels on the action and discussions of the Student Council. Officers are required to stay after school once a month for a full Student Council meeting.

### **Section 5.3 – Achievement Awards**

An Achievement Award Ceremony will be held each spring to honor students who have contributed significantly to the extra-curricular programs and life of the school. Points are awarded for participation in activities and for honor roll achievements throughout the year. All students earning a certain number of points are invited to the ceremony where both individuals and groups of students (clubs) are recognized for their achievements.

In order to receive an Achievement Award, one must obtain a minimum number of points, decided on by a Student Council Committee. For every quarter that a student is on Honor Roll they will be awarded five (5) points, High Honor Roll ten (10) points, and the Superintendent’s List fifteen (15) points. Only the first three quarters of the year count towards this award. In every club that students participate in, advisors rate their contributions to the organization on a 1-5-point basis. All clubs are weighted equally.

If a student or parent(s) have any questions about how the process works, they should contact members of their Student Council or the Student Council Advisor.

### **Section 5.4 – Lydia C. Metz Chapter of National Honor Society**

New members from the Junior and Senior Classes are selected in the winter and inducted into the Sidney (Lydia C. Metz) Chapter of the National Honor Society in an induction ceremony each spring. National Honor Society recognizes students for Leadership, Character, Service and Achievement and is one of the highest academic honors that any American high school can bestow upon its students. To be considered for membership, a student must demonstrate evidence of all four of these qualities that are the keystones to the National Honor Society organization.

To be considered for membership in the Sidney Chapter of National Honor Society, a student must maintain a cumulative average of 90 (averages are not rounded up for the purpose of National Honor Society selection).

All students who meet the academic standard will be notified by the Faculty Council that they are eligible for consideration for membership. Students who are eligible will be reminded to update their resume (and/or activity sheets) and to submit the names, address and phone numbers of three (3) references, at least one of whom should be from outside of the school. Students should always check with references before their names are used. These resumes and references will be used by the Council to make their decisions. The students’ discipline records will be reviewed, and the degree of challenge in their academic program will also be considered. High school teachers will be asked to submit written, narrative evidence why and how those students being considered for induction have demonstrated Character, Leadership and Service; these teachers’ narratives will be used by the Faculty Council to assist them in making their selections.

If the Faculty Council has any questions about the qualifications for any of the candidates (either because of disciplinary records or because of questions about resumes), that student will be called for an interview with the Faculty Council. At this interview, the Council will express their concerns to the student, and the student will be given the opportunity to provide his/her own explanations or comments. In cases where a student is asked to interview with the committee, the National Honor Society advisor will also contact the references the student has provided to get the references’ perspectives on that student’s Leadership, Service, Character and Achievement. The advisor will report back his/her findings to the Faculty Council as a whole. Following an interview with the student and the report from the student’s reference, the Faculty Council will then vote on the student’s admission to the Honor Society.

The advisor does not have a vote in the Faculty Council. His or her job is to serve as the facilitator and to insure that fairness and objectivity mark all proceedings of the Council. The Faculty Council is charged with making fair and objective decisions unmarked by their own personal prejudices. The High School Principal is charged with selecting members of the Faculty Council who, in his or her judgment, represent the fairest and most objective representatives available from the staff. The Principal may not serve on the Council, nor may he or she participate in any of the selection proceedings.

National Honor Society members may lose their membership in the society if they act in a manner contrary to the society's values of Character, Leadership, Service and Achievement. If a National Honor Society member fails to maintain a minimum 90% cumulative average, or if they are involved in discipline problems, their case will be reviewed by the Faculty Council at the earliest possible time they are able to convene. The student will be given an opportunity to defend his or her actions before the Council. After weighing all the evidence and considering the severity of the infraction(s) and whether there is a pattern of infraction(s), the council will decide to:

- not act
- issue a warning to the student
- place the student on a probation period during which any future infraction(s) will result in an expulsion from the Honor Society.
- expel the student from the Honor Society.

In more minor incidents, students will be allowed a second chance, but even one major disciplinary incident may result in immediate withdrawal from the Honor Society.

If you have any questions or want to know more about the National Honor Society at Sidney, please contact the National Honor Society Advisor, Mrs. Julia Althiser.

**Section 5.5 – List of Clubs/Activities**

Students at the High School participate in a wide variety of clubs and activities. New clubs can always be formed. A group of students and/or an advisor should see the High School Principal with their ideas. Current clubs include:

Art Club	Drama Club	SSADD
Freshmen Class Officers	Interact	Student Council
Junior Class Officers	Odyssey of the Mind	Color Guard
Reflector	Science Olympiad	Senior Class Officers
Sophomore Class Officers	Spanish Club	Future Farmers of America (FFA)
Tri-M	Ski Club	
Marching Band	National Honor Society	

**SECTION SIX**

**Section 6.1 – Student Guidelines for Library Media Center (LMC) use**

The LMC will be a quiet place for research, reading, and study as it is here to support the academic needs of the students and faculty at the Sidney Jr. /Sr. High School. It is expected that students coming with passes to the LMC will perform their work quietly and with respect for the staff and resources available to them. Students will be able to access the LMC throughout the day even when classes are using the facility as long as students can demonstrate PRIDE (patience, respect, integrity, determination, and excellence). In order to have more open access, the following rules will apply to all students:

- **PLEASE NO FOOD OR DRINKS.**
- **Students must be doing something productive.**
- **Students must be doing it in a way that allows others to be productive.**
- **Students must behave in a way that shows respect for others, their property, and the resources we share. Demonstrate PRIDE!**
- **Productive quiet talking is acceptable.**



### **Procedures to access the LMC**

All students need to have a pre-signed pass from the teacher assigning the work, stating their need (project research, word processing, etc.). If the student has a pre-signed pass he/she can come to the LMC. Study hall teachers have the discretion to send students on a pass, if they have a need. Students, who are not working, will be asked to return to study hall and may lose access to the LMC in the future.

- Library books may be borrowed from the LMC for a period of three (3) weeks. Reference materials may only be used in the library. Current issues of magazines are to be read only in the library.
- Students with overdue materials will not be able to borrow additional materials or use the library until materials are returned or renewed.
- If you need reference materials or periodical articles copied, please ask the librarian or library clerk. Please ask staff for permission to copy.
- As members of the Delaware-Chenango School Library System, we have interlibrary loan privileges with other school libraries, college (academic) libraries, and the public library systems. If we do not have the materials you need, please ask for assistance and allow for time to access materials.

### **Section 6.2 – Internet Use Regulations**

In order to use the computer to access and navigate the Internet you must follow the rules below. Any infraction of the rules could result in loss of the use of the Internet for one calendar year. Other disciplinary actions consistent with the Sidney Central School District's student code of conduct could occur as well.

- You must have teacher's permission to access and navigate the Internet.
- You must be able to provide proof that the use of the computer is related to class work assigned by a teacher.
- You will not use any chat service of any kind.
- You will not subscribe to any service.
- You will not upload or download any files or programs without teacher permission.
- Internet games are prohibited.
- You may print Internet material only with teacher permission.
- You will not change any computer settings without teacher permission.

**You must understand that communications may be monitored at any time.**

### **Section 6.3 – Computer Network Policy**

Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required and students need to remember access is a privilege not a right.

Network storage areas will be treated like school lockers. That is, network storage areas are the property of the school district and may be viewed at any time by the school district's administration. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.

Students have the privilege to access the network to facilitate diversity and personal growth in technology, information gathering skills, and communication skills. They have the privilege to use the following methods for retrieving information: file transfer protocol (FTP), telnet, www, and electronic mail (e-mail) for educational purposes and with a teacher's permission. Students may, upon approval, request newsgroups

from the Internet in order to facilitate real-time teaming with members on the network. Students may, upon approval, sign-up for lists (listservs) on the Internet.

**Student Responsibilities:**

- A. The student exercising his/her privilege to use the network and the Internet as an educational resource shall also accept the responsibility to use the Internet appropriately.
- B. Students will accept the responsibility of verifying the legality of any copyrighted software or materials of any kind before they are received or sent via the network and the Internet.
- C. Students will accept the responsibility of keeping defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet. This includes 3<sup>rd</sup> party e-mail accounts, such as Gmail, Yahoo mail, etc.
- D. It is the student's responsibility to make all subscriptions to newsgroups and listservs known to the supervising teacher or library media specialist. Approval is required prior to requesting a newsgroup and/or list from the network.
- E. Students will be required to log all sessions on the Internet. These logs will not be tampered with.
- F. Students accept the responsibility to refrain from accessing, transmitting or re-transmitting material, which promotes violence or hatred against particular individuals or groups of individuals or advocates for destruction of property.
- G. Students shall recognize that the use of encryption software from any access point within the school district is prohibited.
- H. Students will not transmit e-mail through an anonymous re-mailer.
- I. Students will not engage in promoting drugs, alcohol or other illegal materials, violence, receiving or transmitting information pertaining to dangerous instruments such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices.
- J. Damaging computers and network resources is prohibited.
- K. Students will not destroy or trespass in others folders, work, and files or use others passwords.
- L. Students will not transmit any personal information without parental permission
- M. Students will not use the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- N. Students will refrain from accessing and printing material that is sexually explicit and generally inappropriate.

In addition to those penalties set forth in the Student Discipline Code, a violation of these Internet guidelines may result in the loss of network and Internet privileges.

**Section 6.4 – Lunch Responsibilities during the lunch periods**

Students are allowed to go to the gym (when available), cafeteria, library, or the front circle during lunch if provided with permission from supervising faculty/staff.

- Visitors are not permitted in the school building during the lunch period.
- You are allowed in the main lobby and gym (when available and with permission), but other corridors must be clear to allow classrooms to function. No one is permitted on the second floor unless he/she is working with a teacher.
- ALL food is to be eaten in the cafeteria, lobby, or at outdoor seating.
- When food is eaten, it is the responsibility of the students to make sure all trash is deposited in garbage cans.
- Students are expected to clean up their spaces when finished with lunch.

**Section 6.5 – Pass System**

- Students will have a pass at all times when they are in the hall.
- Only pre-signed passes, from a faculty or staff member, will be allowed.
- Faculty and staff will give passes to students to be released from study hall ahead of time.

- On *occasion* a student may need to leave study hall to see a teacher they had not planned on seeing. This will be dealt with at the discretion of the study hall teacher.
- When a student is late to class they will receive a pre-signed pass from the teacher that was keeping the student. If the student does not have a pass, they will enter class as an unexcused late and may have disciplinary consequences. Late passes will not be issued to any student unless they were with the faculty/staff issuing the pass.
- Students going to a class from lunch will have a pre-signed pass from the teacher they are going to see.

### **Section 6.6 – Unexcused Tardy Policy**

All students are expected to be on time to school and to all class periods. If a student is going to be late to school a parent/guardian note must be submitted to the Main Office to have the tardy be excused. If a student accumulates unexcused tardies, the following progressive disciplinary actions may result:

- 3 unexcused tardies – verbal warning to the student and a referral sent home
- 6 unexcused tardies – lunch detention and referral sent home

For every 3 additional tardies the same disciplinary action will be taken as a student that has accumulated 6 unexcused tardies. If unexcused tardies continue to accumulate, the student’s school counselor will schedule a parent teacher conference and further disciplinary action may result.

### **Section 6.7 – Study Hall Expectations**

The purpose of study hall is to create an opportunity within the school day to have a safe and organized place to complete school work.

- Technology use for academic purposes
- Academic reflections (Power School checks, emailing teachers, etc...)
- Academic assistance (Teacher access, emailing teachers, etc...)
- Accessibility to academic resources and research (LMC, technology, etc...)
- Academic intervention pass to access teachers

### **Section 6.8 – Staying After School**

All students staying after school must remain with a teacher or supervisor throughout the time they stay. When a late bus is available to students, only students with a signed pass from a teacher will be allowed to board. Students staying after school unsupervised may face disciplinary consequences.

### **Section 6.9 – Driving Privileges**

Seniors and juniors may drive their vehicles to school. All vehicles being driven to school and parked on school grounds. Sophomores and other underclassmen are required to get special permission from the Principal. Driving to school is a privilege and not a right. A student’s driving privilege may be revoked for poor academic performance and/or violations of the student code of conduct.

### **Section 6.10 – Student Activities and Dances**

Dances and other student activities are for the benefit of currently enrolled Sidney Jr./Sr. High School students and are not open to the general public. Our first concern in deciding if guests will be allowed at these events must be the health, welfare, and safety of our own students. For that reason, the High School administration reserves the right to deny admission to any person(s) not currently enrolled as a student at Sidney Jr. /Sr. High School.

- Middle school students are prohibited from attending High School student activities unless activities are open to Middle School students as well.
- Students attending other High Schools may be admitted as guests of a currently enrolled Sidney student with prior permission of the High School Principal or his/her designee. Parents/caregivers or school officials may be contacted to verify or clarify issues related to a guest request.
- Sidney graduates are welcome with the Principal’s permission.

- Students not currently attending school may be asked to show proof of their successful completion of High School program in order to be considered as a guest.
- Students who have dropped out from Sidney schools are not eligible as guests.
- Students suspended the day of, or immediately prior to, an event are also not eligible to attend that event.

The criteria for admission as a guest may vary depending on the nature of the event (i.e. Prom versus a regular dance).

Dance Rules:

- Pre-approved guests must sign a guest book at the front door (entrance) with their names, home school and emergency contact number.
- The student code of conduct will apply at all dances and school functions.
- No students or guests will be readmitted to a dance if they leave.
- No loitering in the lobby area without paying admission fee.
- If a student is suspected of being under the influence of drugs or alcohol, the parents will be called to pick their child up immediately. We will contact the Sidney Police Department in the event that the parent is unavailable. School discipline will follow as per the Code of Conduct.
- School consequences will follow for any misbehavior at a dance. If laws are broken, law enforcement will be called.

### **Section 6.11 – School-Sponsored Public Events**

Public events sponsored by the school are designed primarily to be educational and recreational activities for currently enrolled students, their parents, and their families. We gladly welcome community members and members of visiting communities to join us in the enjoyment of our students' achievements and challenges.

The administration and Board of Education are responsible for maintaining a safe and wholesome environment for all such activities. To that end, we reserve the right to prohibit any and all persons from attending these events who, in the judgment of the school administration, pose a threat to the health or safety of other participants or spectators. Participants and spectators are expected to act in accordance with the educational purpose and setting of all such events. Failure to do so may result in their ejection and possible prohibition from future events.

The administrator responsible for an event may eject a spectator or participant if, in their judgment, the person(s) causes a disruption to the purpose, spirit, or safety of the event. Warnings may be issued before any such ejection, but the administrator reserves the right to eject a person(s) even without prior warning. If there is a request for a meeting following the event, the ejected individual will be granted an informal hearing with the administrator in charge. They will not be granted a hearing the night of the event or immediately following the event.

Further, the school administration reserves the right to prohibit an individual(s) from attendance at future public events sponsored by the school for a period of up to one year. Individuals thus prohibited (either for misbehavior at previous events or for other reasons) will be served notice of their suspension from events at the earliest possible time and, whenever possible, in writing. Individuals prohibited from attending these events will be provided with reasons for their prohibition and will be granted an informal hearing with the deciding administrator(s) if they request such a meeting.

### **Section 6.12 – Trespassing on School Grounds**

The education and supervision of our students is our sole purpose and responsibility; therefore, the school administration reserves the right to prohibit any and all individual(s) from entering the school campus or building before, after, or during the regular school hours. Individuals who have no parental relationship to students at the High School may be asked to leave school grounds during regular school hours (7 a.m. – 5 p.m.). They may be further prohibited from entering the school campus on any future days that school is

in session (7 a.m. – 5 p.m.). Notice will be given to individuals of their prohibition from campus – in writing whenever possible. If a person still enters the campus after warning is given by school officials, then law enforcement will be called and violators will be charged by the District with criminal trespass. Due to the gravity of the safety concerns and responsibilities of the school, no reason need be given for those prohibiting individuals from school grounds.

## **SECTION SEVEN**

### **Section 7.1 – Students Bill of Rights**

Students at Sidney Central Schools have the following rights:

- A right to learn without being disrupted by others
- A right to a safe, clean, healthy learning environment
- A right to mutual respect throughout the school community
- A right not to be subjected to harassment – either physical or verbal – by their peers or staff
- A right to due process – a right to know charges against them in disciplinary situations and to speak on their own behalf
- A right to expect a high quality of education that challenges both the mind and the spirit
- A right to a reasonable amount of privacy
- A right to equal treatment and non-discrimination
- A right to equal access to school resources
- A right to be left alone – to have their feelings, privacy, property, and beliefs respected by others
- A right to dedicated, caring, and challenging teachers and administrators
- A right to express an opinion as long as it does not disrupt the educational process, does not incite violence, and does not violate the rights of others

### **Section 7.2 – Student Responsibilities**

Students at Sidney Central School have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning.
- Show respect to other persons and to property.
- Report all potentially dangerous situations.
- Accept responsibility for their actions.
- Be familiar with and abide by all district policies, rules, and regulations dealing with student conduct.
- Attend school, on time, every day unless they are legally excused.
- Be in class, on time, and prepared to learn.
- Work to the best of their ability in all academic and extra-curricular pursuits and strive towards their highest level of achievement possible.

### **Section 7.3 – Student Regulations**

In order to promote the Sidney Philosophy of Education, the proper atmosphere for learning and living is required. In an attempt to achieve this atmosphere, the following regulations have been developed.

- A. Students are under the supervision of the school staff and will follow directions and instructions the first time they are given.
- B. Students are to report on time to each area they are assigned and remain there until excused by the person in charge.
- C. Students are to report to class prepared.
- D. Students will show responsibility for the building, equipment, and for the personal property of others.
- E. There will be no loitering or blocking of doorways and corridors, especially the areas near the Guidance Office, exits, around drinking fountains, and bathrooms.
- F. Vehicles parked on school property may be subject to search if reasonable suspicion exists that the owner or occupants of the vehicle may be in possession of weapons, drugs or alcohol on school grounds.

- G. The use of tobacco products (smoking, chewing, or snuffing) is prohibited in the school building, on school grounds, and on school buses. This includes all school-sponsored events such as dances, athletic contests, plays, etc.
- H. The use, sale, or possession of drugs, drug paraphernalia, and alcohol is not permitted on school grounds. In case of prescription, the medicine accompanied by a note from the prescribing physician must be given to the nurse who will give it to the student at prescribed times.
- I. All cell phones, MP3 players, I Pods, beepers, cameras or any other electronic devices are not to be used during school hours unless under the supervision/possession of a teacher. We highly recommend these items be left home. The Sidney Central School District is not responsible for the loss or theft of any personal items. Students should keep all personal items locked in their assigned lockers.
- J. The vending machines are for use before school, during lunch, and after school. Water may be allowed in other parts of the building with the permission of the classroom teacher.
- K. Exaggerated public displays of affection will not be tolerated. Sexual activity of any kind is prohibited at school and at all school functions.
- L. Swearing, using crude gestures, cruelly teasing others, or acts of verbal/physical intimidation will not be tolerated.
- M. Student lockers are the property of Sidney Central School and we reserve the right to inspect them when reasonable suspicion exists. Each student is assigned a hall locker for storage of books, lunches, jackets, and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Only school combination locks are to be used, and please do not give your combination to another student. Inappropriate decorations shall not be tolerated and will be confiscated. Students will have locker access during PE (Physical Education) class. We discourage students from leaving valuables in their gym lockers at any time. Students will have access to their hall lockers before and after school and between classes. If students need valuables secured, we will hold things for students in the Main Office safe.
- N. Students are prohibited from audio and/or video recording anyone in the school community without their prior consent and knowledge. Special education students who have permission to record classes, as stated on their IEP, must be allowed to do so.
- O. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Clothing worn to school must be clean, decent, and not destructive as to interfere with the learning process. If a student comes to school wearing clothing that may be distracting to the learning process, the student will be required to change or cover the inappropriate dress. Students may also be given clothing that will cover up the unacceptable dress or sent home, particularly in cases where it is not the first offense.

**A student's dress, grooming, and appearance shall:**

- Be safe, appropriate and not disrupt or interfere with the educational process
- Be appropriate and not be brief or revealing
- Ensure that underwear is completely covered with outer clothing
- Include footwear at all times. Footwear that is a safety hazard will not be allowed
- Not include the wearing of hoods or bandanas in school buildings except as a part of a work uniform or for a medical, religious, or approved educational purpose
- Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities

**The following items, in particular, are not allowable dress at Sidney Jr./Sr. High School:**

- Shirts that reveal a person's midriff or cleavage
- "See-through" shirts and other apparel

- Pants that are cut low
- Skirts, shorts, etc. that are too short
- Bare feet (by State law)
- Chains that are part of clothing or handcuffs

Staff members and other students should not have to be embarrassed by the dress of others. Inappropriate dress has the effect of violating other people’s right to be left alone as well as having a disruptive effect on instruction. Please dress in a way that will spare you and us the embarrassment of asking you to change, as this dress code will be enforced. The principal may take further action if the attire interferes with the health, safety, and/or full participation in school-sponsored activities.

**Section 7.4 – Dignity for All Students Act of 2010**

This act was put into effect July 1, 2012. It amends Education Law to put into place procedures for the creation of school environments free of discrimination and harassment. Sidney Central School District has responded to this educational act by updating our procedures related to bullying, harassment, and discrimination.

**Bully Prevention/Discrimination and Harassment Procedures**

The Sidney Central School District (SCSD) affords all students equal educational opportunities, as well as, equal opportunities to participate in extracurricular activities and prohibits discrimination and harassment in any program or activity of or sponsored by the SCSD. Disability harassment is a form of discrimination and is prohibited by SCSD policy and by state and federal law.

Discrimination and harassing behaviors include, but are not limited to, making comments, name-calling, conduct of a physical nature, or other expressive behavior directed at an individual or group on the basis of an individual or group’s disability or disabilities. Discriminatory and harassing behavior creates a demeaning, intimidating, and hostile educational environment.

Students, or parent(s) or legal guardian(s) who believes his/her student has been subjected to disability harassment by another student, teacher, administrator or other school personnel should report the incident(s) immediately to a school administrator, teacher or a counselor. If the student or parent(s) or legal guardian(s) desires further assistance regarding the complaint, the Director of Special Programs may be contacted.

**Definition of Bullying:** “Bullying is when someone, often repeatedly, purposely says or does mean or hurtful things to another person who has a hard time defending himself or herself”.

**Sidney Central School District Bully Prevention Rules:**

- Rule 1:** We will not bully others.
- Rule 2:** We will try to help students who are bullied.
- Rule 3:** We will try to include students who are left out.
- Rule 4:** If we know that somebody is being bullied, we will tell an adult at school and an adult at home

*Olweus Bully Prevention Program*

**Different forms or kinds of bullying may include:**

Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying

### **Reporting Procedures:**

Students are to report any incidents of bullying by completing a Sidney Central School District Bully Prevention Form. These forms are located in the guidance office and in the building's main office. Forms can also be accessed online on the Sidney Central School District homepage: [www.sidneycsd.org](http://www.sidneycsd.org). Forms can be deposited into any specified drop boxes in the building or turned into the main office. If you have any questions or concerns, please contact the **High School Dignity Act Coordinator, Mrs. Lori Pourby at 561-7703 or [lpourby@sidneycsd.org](mailto:lpourby@sidneycsd.org)**

### **RESOURCES:**

Center for Problem-Oriented Policing, <http://popcenter.org/Problems/problem-bullying.htm>  
National Education Association, [www.nea.org/schoolsafety/bullying.html](http://www.nea.org/schoolsafety/bullying.html)  
National Resource Center for Safe Schools, [www.safetyzone.org](http://www.safetyzone.org)  
Olweus, D. (1993). Bullying at school: What we know and what we can do. Malden, MA: Blackwell.  
School-wide Prevention of Bullying, Northwest Regional Educational Laboratory, [www.nwrel.org](http://www.nwrel.org)  
Stop Bullying Now, Health Resources and Services Administration, [www.stopbullyingnow.hrsa.gov](http://www.stopbullyingnow.hrsa.gov)  
U.S. Department of Education, Office of Safe and Drug Free Schools, [www.ed.gov](http://www.ed.gov)  
U.S. Department of Justice, Office of Community Oriented Policing Services, [www.cops.usdoj.gov](http://www.cops.usdoj.gov)

### **Section 7.5 – Search and Seizure**

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

In addition, the Board authorizes the superintendent and building principals to conduct searches of students and their belongings (including automobiles on campus) if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

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

Student lockers, desks and other school storage places may be subject to inspection at any time by school officials, without prior notice to students and without their consent if there is reasonable cause. Inspection of school district properties and facilities may be made at any time without reasonable cause and/or prior notification. District officials are committed to cooperating with law enforcement officials.

### **Section 7.6 – Use of Surveillance Cameras in the School District**

The Sidney Central School District recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. Therefore, the school district will implement the use of surveillance cameras when necessary in school buildings, buses, and/or on school grounds. The purpose of the surveillance cameras within the school district is to promote discipline, health, welfare and safety of staff and students, as well as that of the general public. District surveillance cameras will only be utilized in public areas where there is no “reasonable expectation of privacy.” Any camera recording used for surveillance purposes in school buildings, school buses, and/or on school property, shall be the sole property of the Sidney Central School District; and the Superintendent of Schools or his/her designee will be the custodian of such recordings.

### **Section 7.7 – Academic Misconduct**

Students will not engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

- Plagiarism
- Cheating



- Copying
- Altering records
- Assisting another student in any of the above actions

Cheating will be punished with a zero on the assignment(s) concerned for all parties involved, a parent conference (where appropriate) and additional disciplinary consequences.

**Students: Please note that insubordination includes a failure to conduct oneself in accordance with the District’s plan for prevention of disease published in response to the Covid-19 pandemic. Failure to comply with the said plan is subject to disciplinary action.**

### **Section 7.8 – Discipline Code for Student Behavior**

A student shall be subject to disciplinary action in relation to any incidents described below that occur on school property or school-related functions.

- A. Being under the influence of drugs and/or alcohol, using an alcoholic beverage, or being in possession of an alcoholic beverage while on the school premises (including buildings, grounds, school vehicles, and private vehicles on school grounds) or in attendance at a school function or a school-sponsored function.
- B. The use, possession, sale or gift of any drug, alcohol, or controlled substance, including marijuana, or any instrument for the use of such drugs, controlled substance or marijuana, such as a pipe, syringe, lighter, or other paraphernalia, while on the school premises (including buildings, grounds, school vehicles, and private vehicles on school grounds) or in attendance at a school function or a school-sponsored function.
- C. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
- D. Verbal or physical intimidation and bullying.
- E. Fighting or causing physical harm to another.
- F. Disrespect toward a staff member or another student.
- G. Possession or use of firearms, knives or other weapons, or any implement that could be considered a weapon.
- H. Selling, giving away, using, or possessing any noxious substance.
- I. Failure to comply with directions of a teacher, administrator or other school employee.
- J. Using profane, vulgar, abusive or threatening language or words that may incite another person.
- K. Selling, giving away, using, or possessing obscene material.
- L. Lateness for, missing, or leaving school or class without permission or excuse given by authorized school personnel or parent.
- M. Any willful act that disrupts the normal operation of the school community.
- N. Smoking, giving away, using, or possessing a cigarette, cigar, pipe, e-cigarette, juul, or tobacco products on school premises (including buildings, grounds, school vehicles, and private vehicles on school grounds, going to or from a school function or a school-sponsored function).
- O. Selling, giving away, using, or possessing alcohol, any controlled substance, and/or other drugs including over the counter drugs.
- P. Selling, giving away, using, or possessing a lighter, fireworks, or other inappropriate materials.
- Q. Destruction of school or private property.
- R. Being responsible for a suspicious package or substance on school property or at a school function.
- S. Driving recklessly on school property
- T. Gambling
- U. Engaging in any form of sexual act in school.
- V. Engaging in any form of sexual harassment as defined in the district’s Sexual Harassment Policy.

- W. Intimidation/bullying, is when someone, often repeatedly, purposely says or does mean or hurtful things to another person who has a hard time defending himself or herself.
- X. 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.
- Y. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identified individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- Z. 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.
- AA. Off-campus conduct that endangers the health and safety of others within the school or that which can be reasonably predicted to substantially disrupt the educational process is prohibited. Examples of such misconduct include but are not limited to:
  - a. Cyber-bullying (i.e. inflicting willful and repeated harm through the use of electronic text)
  - b. Threatening or harassing students or school personnel over the telephone, internet or other electronic medium.
- BB. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.

### **Section 7.9 – Wireless Devices Use and Possession Guidelines**

**Our Goal:** To maximize instructional time.

**Our Action Plan:** All forms of technology are to be used for educational purposes only, as directed by the teacher.

**Procedure:**

**Step 1:** General announcement made about putting the technology away.

**Step 2:** Student will be directed to put their technology away in a secure area. (Example includes, accommodations being made to leave the device in the main office.)

**Step 3:** Parent communication to gain support and change behavior.

**Step 4:** Parent/Teacher conference (Admin/Counselor/Teacher/Parent/Student)

A. Students may never use a wireless device for any purpose during the school day without the express consent of a school official. The school district is not responsible for the loss or theft of any personal property.

B. Wireless devices are never to be used and must be kept out of sight at all times in any area in which an individual has a reasonable expectation of privacy including, but not limited to, rest rooms, locker rooms, and showers. This prohibition applies at all times during school and non-school hours.

C. Students may never use a wireless device to interfere with instructional activities or to inappropriately message.

D. In the event a student violates this policy, the school may take the wireless device and make it available in a reasonable amount of time, usually at the end of the day and only to the student's parent or guardian. Further, in the event a student violates the policy, discipline can be imposed upon the students.

E. Finally, if the district has reasonable suspicion this policy has been violated, the wireless device will be confiscated and it can and will be searched. Any data, including images, contained in the confiscated wireless device, if deemed inappropriate, will subject the owner to administrative discipline and the State Police or other outside agencies may be contacted.

### **Section 7.10 – Range of Penalties**

The following is a list of penalties that can be used in any disciplinary situation:

- Verbal Warning
- Written Warning
- Written notification to parent/guardian
- Counseling
- Probation
- Reprimand
- Lunch hour Detention
- After School Detention
- Suspension from school transportation
- Suspension from school athletic participation
- Suspension from school social or extra-curricular activities
- Suspension from other school privileges
- Suspension of driving privileges to school or school events
- Suspension from particular school classes
- In-school suspension from regular classroom instruction
- Suspension from school
- Loss of End-of-Year activities (Senior Trip, Graduation Ceremony, etc.)
- Restitution at replacement cost
- A Superintendent's Hearing resulting in consequences that may include a long-term suspension, alternative consequences and/or exclusion from school
- Referral for Penal Law violations (See Board of Education Policy #1330-7)

#### **Section 7.11 – Disciplinary Notices Home**

The Jr./Sr. High School will send home necessary notices of disciplinary action. We will notify parents/guardians of repeat offenses and of other more serious disciplinary infractions.

#### **Section 7.12 – Lunch Detention**

Students in lunch detention are assigned to spend their lunch period in a classroom with the Detention Supervisor. Students report there directly at the beginning of the period. The detention supervisor will escort the students down to get their lunch, and they will return to the detention room to eat. Students serving detention are to bring school work with them. Any skipped detention will result in double detentions. Repeat skipping of a detention will result in more severe disciplinary consequences that will be assigned in addition to and not in place of the original detentions.

#### **Section 7.13 – Academic Restriction Policy**

- Students who are failing two or more classes will be placed on academic restriction. The goal of this program is to help students function successfully on their own without restriction. While on academic restriction, the following rules will be enforced.
  - There will be no library privileges without a teacher pass. Teachers are to give a student a pass only if the student needs library resources to complete work for that class.
  - A restricted student may only be allowed to leave study hall to get extra help from a teacher of one of the classes they are failing.
  - Restricted students will have an assigned seat in all study halls.
  - Students may not work with another student in study hall unless an appropriate academic purpose is established by the student and the study hall teacher.
  - Students cannot miss school to participate in clubs, field trips or other activities.
  - Student athletes will also need to comply with the academic restriction rules established by the Athletic Department.

**A student will be taken off Academic Restriction as soon as a student's academic record can verify that the student is no longer failing two or more classes.**

### **Section 7.14 – In-School Suspension**

An In-School Suspension Room is maintained throughout the school year. This encourages academic achievement, because students who are assigned to in-school suspension must work on their studies. Students may be assigned to in-school suspension for violations of the student code of conduct.

### **Section 7.15 – Out of School Suspension**

The school may suspend a student from school for one to five days depending on the severity of the infraction committed. During the out-of-school suspension, the student will not be permitted on school grounds (other than to attend an alternative education program pre-approved by the principal). All out of school suspensions include suspension from after school, evening, and/or weekend activities.

A parent conference with the principal or his or her designee may be required before the student is readmitted to school after any out of school suspension.

### **Section 7.16 – Superintendent’s Hearing**

The Superintendent’s Hearing is reserved for the highest-level infractions of school policy and rules. The Superintendent’s Hearing is a formal legal procedure in which students and parents have protected due process rights that include:

- a right to know the charges against them
- the right to legal representation
- a right to hear and cross-examine all witnesses against them
- a right to present witnesses in their own defense

All Superintendents’ Hearings are taped, and the student and parents/guardians have a legal right to a copy or a transcript of that tape. No student may be suspended for more than 5 days without benefit of a Superintendent’s Hearing. Students and parents should expect any incident involving a weapon or illegal substances in school to go to a Superintendent’s Hearing. Parents and their students will be served with due notice of the hearing time and place. Disciplinary consequences coming out of a Superintendent’s Hearing may range from dismissal of the charges to expulsion from school.

### **Section 7.17 – Attendance Policy**

#### **I. Objectives**

The objectives of the Attendance Policy of Sidney Central School District are:

- A. To accurately monitor the attendance, absence, tardiness and early departure of students to and from school
- B. To ensure sufficient student attendance of classes so that students may achieve state mandated education standards
- C. To monitor student location for safety reasons and to account to parents regarding the location of children during school hours
- D. To help students develop strong work habits of responsibility and reliability to thereby achieve excellence to the best of their abilities in all areas
- E. To monitor attendance to provide academic support for students who miss class time out of necessity

#### **II. Strategies to Achieve Objectives**

- A. At the high school level, attendance will be taken and sent electronically to the main office during homeroom. Within the first ten minutes of the first period or whenever there is a change in supervision, attendance will be taken. Any discrepancy between the homeroom attendance and class attendance will be forwarded to the main office in a timely manner.

- B. A record of student absences and attendance for each class will be kept by each individual teacher in either an electronic or a hard copy class record book.
- C. Records of student absences from class will be kept in the main office of each building. This data will be disaggregated and analyzed to determine trends and to develop school attendance improvement strategies.
- D. The administrator or designee in each of the buildings will collect written excuses from parents/guardians to account for all absences. These notes will be kept on file by date. Students will be required to bring written excuses from parents/guardians to the main office of each building in a timely manner of any absence from school. Failure to bring such a note in a timely manner of the absence will result in the absence being classified as unexcused until documentation is received.
- E. Daily attendance will be posted on Power School by 9:00 each morning.
- F. Parents/guardians are encouraged to call the health office when their child is expected to be absent for part of a day or a whole day. If no call is received, the school district will attempt to contact parents/guardians in a timely manner to notify them of their child's absence and attempt to identify the reasons for that absence.
- G. If there is a discrepancy in attendance, parents will be notified in a timely manner.
- H. Students will be required to report to class for attendance before being allowed to sign out to the library or other places in the building.
- I. The school will receive notice from parents/guardians - written, in person, or by telephone - prior to dismissing a student from school. A student must bring a note to the office on the day they are to be dismissed. A student must also sign out in the main office when leaving for an appointment and sign back in immediately upon returning. A student who needs to leave the school unexpectedly during the school day must still follow these procedures. No student will be released from school without prior permission from the parent/guardian.
- J. In grades 7-12, teachers will send warning notices home to parents/guardians as well as calling the parents/guardians when a child has exceeded ten (10) unexcused absences in a full year course or five (5) unexcused absences in a half-year course. Copies of warning notices will be kept in the student's permanent record file.
- K. In grades 7-12, the teacher will inform the student's school counselor if a student exceeds fourteen (14) unexcused absences in a full year course or seven (7) unexcused absences in a half-year course. The school counselor will send a student attendance report to the parent/guardian. The school counselor will also follow up with the parent/guardian and child in ways they determine to be most effective in communicating the seriousness of the problem to the child and family. Copies of all notices will go to the principal and be kept in the student's permanent record file.
- L. In grades 9-12 and accelerated grade 8 courses, after twenty (20) unexcused class absences in a full year course (or ten (10) absences in a half year course), the teacher will inform the school counselor, and the school counselor will send out a notice informing the parents/guardian that their child has exceeded the maximum number of absences in that class. The principal or designee will meet with the parent/guardian to review the student's attendance record in all of his or her classes. If the principal finds that the student has in excess of twenty (20) unexcused absences, the principal will continue to monitor the student's attendance and investigate all absences.
- M. The parent/guardian may appeal informally to the principal or formally to the Superintendent of Schools on behalf of the student at any time during this process. An appeal to the Superintendent of Schools requesting a review of the student's attendance record must be made in writing.
- N. The district will notify all district parents/guardians of the district attendance policy, with any changes highlighted, every school year.

### III. Description of Attendance Codes:

A = Absent

E = Excused Absences

U = Absent Unexcused

T = Tardy	TE = Tardy Excused	TU = Tardy Unexcused
DE = Dismissed Excused	DU = Dismissed Unexcused	ISS = In-School Suspension
HO = Health Office	Band = Band Lessons	Voice = Vocal Lessons
FT = Field Trip	MO = Main Office	LD = Lunch Detention
GO = Guidance Office	TST = Testing	JS = Job Shadowing
MTG = Meeting	OC = Other Class	WE = Work Experience
OSS = Out of School Suspension		Late = Late to class Excused
Late U = Late to class Unexcused		

A student who is absent will be marked absent (A). Once an excuse is provided, this code will be converted to an E.

#### IV. Reviewing Records and the Development of Intervention Strategies

The administrator or designee will review attendance lists on a daily basis and identify students whose frequent absence is a concern. These concerns will be shared, as appropriate, with the principal, guidance counselor, or other school officials. Individual teachers will also be encouraged to review the absence list on a daily basis and to bring their concerns forward as well.

Building principals, school counselors, and teachers will periodically review attendance data for individual students and for the building as a whole. They will look for trends and use the data to diagnose problems with attendance in the district. Intervention strategies to improve student attendance will be developed based on the data that is collected as a result of the Sidney Central School District Attendance Policy (#5100). In the Jr./Sr. High School, data will be available period by period as well as for the entire school day.

Parents and guardians can have access to their child’s daily attendance by accessing the Power School link on the Sidney Central School District’s website.

#### V. Excused and Unexcused Absences

The school district makes a distinction between excused and unexcused absences. Excused absences will not count against students’ ability to earn course credit. Written excuses must be provided for each excused absence and the work missed from the absence must be made up in a timely manner.

A. Excused absences will include but not be limited to:

1. Student illness up to five (5) consecutive school days (with a parent/guardian note)
2. Student illness for more than five (5) consecutive school days (with a doctor’s note)
3. Necessary medical appointments (with a parent/guardian note)
4. Mandatory court appearances or necessary legal appointments
5. Religious observances from the New York State recognized days of religious observance list (with a parent/guardian note)
6. Death of a family member (with a parent/guardian note)
7. Meetings requested by the principal
8. Alternative educational programs
9. Special Education testing and Committee for Special Education meetings
10. Field trips, conferences and workshops
11. Band and chorus lessons within the school program
12. College visits when accompanied by parent/guardian (with a parent/guardian note)
13. Drivers test
14. Other absences approved by principal or designee

**Students must submit a signed note from their parent/guardian to return from the absence for that absence to be counted as excused. Failure to submit a parent/ guardian’s note in a timely manner will result in absence being classified “unexcused” even though the student was out for an excused reason.**

B. Unexcused absences will include but not be limited to:

1. Shopping trips
2. Hair appointments
3. Oversleeping
4. Skipping class
5. No explanation

Unexcused absences will count against students in earning course credit under this attendance policy (twenty (20) unexcused absences in a full year course or ten (10) in a half year course).

For excused absences the teacher is responsible for providing the opportunity for work to be made up and handed in within two days for every day absent. For unexcused absences the teacher may provide, upon student request, the opportunity for work to be made up and handed in within two days for every day absent.

## **VI. School Policy Regarding Attendance and Course Credit**

In order to derive the most from their education, students are expected to attend classes regularly. A student who has unexcused absences in excess of 11% of the total number of days in a course is in session may lose academic credit for that course. In other words, a student with more than 20 unexcused absences in a full-year course or more than 10 unexcused absences in a half-year course may lose credit for that course.

“Unexcused absences” for the purpose of this attendance policy will include:

- Absences for reasons other than those listed as approved “excused absences” in Section 7.14, V, letter A
- “Excused absences” for which a student fails to hand in a signed note from their parent/guardian within a timely manner of their return to school
- “Excused absences” for which a student fails to make up work

Any absence of 10 minutes or more of a class period will count as an absence.

Course credit will be determined on a class-by-class basis. Thus, it is possible for a student with excessive absences to lose course credit.

## **VII. Who To See With Questions About This Policy**

Parents/guardians with questions about this policy or about their student’s attendance should contact the building principal, teacher, social worker, school nurse, or school counselor, depending on their concern. These people will attempt to aid/assistance in resolving issues that may arise related to attendance and this policy.

Every student has a right to educational opportunities that will enable them to develop his or her fullest potential, and regular classroom attendance is a major component of academic success. Because learning is often sequential, and class discussions and lab experiences are hard to duplicate, students who do not attend classes are at a serious disadvantage.

By establishing an attendance policy and procedure, the administration and staff at Sidney Jr. /Sr. High School expect to encourage responsible habits that will carry over into future adult work and will help ensure increased academic performance at all grade levels.

