Onondaga
Junior/Senior High School
Student – Parent Handbook
2019-2020

OCSD Mission Statement:
The ONONDAGA CENTRAL SCHOOL COMMUNITY CHALLENGES individual maximum potential, prides itself on SUCCESS and prepares contributing CITIZENS for life.

We get you ready for life.
Alma Mater

In this wide and spacious valley, she stands beautiful to see.'Tis our own dear Alma Mater, school of youth and gaiety. We will strive to ever serve her, carry onward through the years, goals once reached by those before us, reached by smiles as well as tears. Proudly now come join the chorus, join with us and gladly sing, of our dear old Onondaga, may the joyful echoes ring.
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Onondaga Central School District
Strategic Goals

Mission Statement
The Onondaga Central School Community challenges individual maximum potential, prides itself on success and prepares contributing citizens for life.

Student Achievement
OCS will have in place the necessary resources so that all K-12 students can be proficient in all curricular areas as measured by state, local, formative and summative assessments, and implement service learning for all students.

Stable Learning Environment
Our students will learn in environments that are safe, respectful, engaging, and encourage individual strengths. We will continue to leverage technology tools to enhance learning and communication in a fiscally responsible manner.

Parent, School & Community Partnerships
The OCS family will participate in goal-oriented activities, at all grade levels, linked to student achievement and school success.

Vision Statement
The Onondaga Central School District is committed to educating all students in a safe and healthy environment, setting high standards and expectations for all members of the learning community. The school staff, students, parents, Board of Education and community share the responsibility for this mission.
To the Students and Parents of Onondaga Jr./Sr. High School:

The 2019-2020 "Student/Parent Handbook" is intended to give you an overview of pertinent information concerning practices and procedures at Onondaga Jr./Sr. High School.

The faculty and I strongly encourage you to become familiar with the contents of this publication. As you can imagine, the rules and regulations that are listed are intended for the general welfare of all students. The administrative staff has broad discretionary authority to maintain the safety, order and discipline of students. Therefore, it is necessary for all students to understand and to follow these general ground rules.

Parental cooperation and involvement is of utmost importance. We strongly encourage and invite all parents to become involved in the education of their children. Parental involvement is the key element that makes a difference.

We challenge all students to set high goals and to make the 2019-2020 school year a year of accomplishment. Let's all work together to make this the best year ever.

Please be assured that the faculty and I are available and willing to help you in any way we can. We are looking forward to working with you this year.

Sincerely,

Timothy Mumford
Principal

Paul Russ Stanton
Vice-Principal
ONONDAGA CENTRAL SCHOOL DISTRICT
2019-2020 SCHOOL YEAR CALENDAR

September 2019 (T-20) (S-19)

October 2019 (T-22) (S-22)

November 2019 (T-17) (S-17)

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December 2019 (T-15) (S-15)

January 2020 (T-21) (S-21)

February 2020 (T-15) (S-15)

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April 2020 (T-16) (S-16)

May 2020 (T-19) (S-19)

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When school is not in session transportation will not be provided on our district buses, including private and parochial school students, BOCES students and all others.

June 2020 (T-20) (S-19)

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Calendar Key

- Staff Day
- Half Day
- Holiday
- Assessments/Regents
- Parent/Teacher Conf

September 2
September 3
September 4
October 14
November 8
November 11
November 25 & 26
November 27 - 29
December 23 - January 1
January 2, 2020
January 20
January 21 - 24
January 24

Labor Day
Professional Development Day (Staff Only)
First Day of School
Columbus Day
Half Day Students/Full Day Staff
Veterans Day
Rockwell/Wheeler Half Day Students/Full Day Staff
Thanksgiving Break
Christmas Break
Class Day Resume
Martin Luther King Jr. Day
Regents Exam
Jr./Sr. HS Prof Dev/Rating Day (Staff Only)

February 17 - 21
March 13
March 16
March 24 - 31
April 6 - 13
April 20 - 27
May 18 - 29
May 22-25
June 1
June 2
June 17 - 25
June 25
June 26
June 28

President’s Day/Winter Recess
March
No School
ELA Assessments
Spring Recess/Good Friday
Math Assessments
Grades 4 & 8 Science Performance Test
Memorial Day Weekend

Grades 4 & 8 Science Written Test
Regents Exams
Regents Exams
Half Day Students/Full Day Staff
Rating Day (Staff only)
High School Graduation

Student Days: 184
Teacher Days: 186
DISTRICT ADMINISTRATION STAFF

Rob Price  
Superintendent of Schools  
552-5000  
rprice@ocs.cnyric.org

Jennifer Woody  
School Business Official  
552-5001  
jwoody@ocs.cnyric.org

ONONDAGA CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Jacqueline Cappello  
Michael Kobasa  
Heather Luchsinger  
Maggie Mahoney  
Noelle Relles  
Melissa Troch  
Steve Vonderweidt

THE RULES, REGULATIONS AND PROCEDURES FOUND IN THIS HANDBOOK ARE TO BE CONSISTENTLY APPLIED BY ALL SCHOOL PERSONNEL
NON-DISCRIMINATION STATEMENT

The ONONDAGA CENTRAL SCHOOL DISTRICT affirms that no person shall be excluded from participation in, be denied benefits of, or be subjected to discrimination in any educational program or activity on the basis of age, HIV/AIDS, sex, race, ethnic background, religion, creed, country of origin, marital status, disability, or on any other basis in accordance with the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Title IX and other federal and state laws.

ONONDAGA CENTRAL IS A “DRUG FREE SCHOOL ZONE”

Penalties for drug offenses committed within a 1,000 foot radius of school property can be double the usual penalty for the same offense. For example, a sale of a controlled substance to a minor less than 19 years of age, on or near school grounds, is now a Class B felony and can incur a minimum of 1 to 8½ year sentence. (NYPL, Chapter 280, Section 220.44, 1986).
The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of student records. The law gives parents/guardians and students over 18 years of age (referred to in the law as "eligible students") the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents/guardians or eligible students should submit to the building principal a written request that identified the records they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.

Parents/guardians or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and of that person's right to a hearing before the superintendent, or his or her designee, regarding the request for amendment. Additional information regarding the hearing procedures will be provided at such time as notification of the right to a hearing is given.

3. The right to object to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Thus, upon request, the district may disclose education records without consent to officials or another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605
CONFLICT RESOLUTION

Let Us Help You Resolve Conflicts/Complaints

Administrators, faculty and staff members at Onondaga Jr./Sr. High School recognize that from time to time, parents and community members will have concerns and complaints regarding instruction, district programs, materials and student management. The school district welcomes any constructive criticism when it is motivated by a sincere desire to improve our education programs and increase school efficiency.

Officials at the Onondaga Central School District believe that complaints and grievances concerning school personnel are best handled and resolved as close to their origin and in as timely a manner as possible in order to be fair to all involved. Therefore, the proper channeling of complaints initiated by a student or parent should be as follows:

Student or parent should follow these three steps in order:
   I.  Teacher or Staff Member
   II. Principal or Supervisor
   III. Superintendent of Schools

If after discussing the complaint at the school and district level, the complaint is not satisfied, the complainant should present the complaint in writing to the Board of Education. Factual material such as names, dates, names of witnesses, and other such specifics should be included in the written complaint.

In order to discourage hearsay, rumors, or prejudiced opinions, students and their parents are encouraged to contact school personnel at the time of any incident.
DIRECTORY

Website address:  www.ocs.cnyric.org

All phone numbers must be preceded by area code 315.

Main Office Staff:
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Timothy Mumford</td>
<td><a href="mailto:tmumford@ocs.cnyric.org">tmumford@ocs.cnyric.org</a></td>
<td>552-5020</td>
</tr>
<tr>
<td>Secretary</td>
<td>Tracey Ribble</td>
<td><a href="mailto:tribble@ocs.cnyric.org">tribble@ocs.cnyric.org</a></td>
<td>552-5020</td>
</tr>
<tr>
<td>Vice-Principal</td>
<td>Paul Russ Stanton</td>
<td><a href="mailto:rstanton@ocs.cnyric.org">rstanton@ocs.cnyric.org</a></td>
<td>552-5022</td>
</tr>
<tr>
<td>Secretary</td>
<td>Tricia Burdick</td>
<td><a href="mailto:tburdick01@ocs.cnyric.org">tburdick01@ocs.cnyric.org</a></td>
<td>552-5022</td>
</tr>
</tbody>
</table>

Athletic Department:
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Director</td>
<td>Jason Czarny</td>
<td><a href="mailto:jczarny@ocs.cnyric.org">jczarny@ocs.cnyric.org</a></td>
<td>552-5022</td>
</tr>
<tr>
<td>Secretary</td>
<td>Tricia Burdick</td>
<td><a href="mailto:tburdick01@ocs.cnyric.org">tburdick01@ocs.cnyric.org</a></td>
<td>552-5022</td>
</tr>
</tbody>
</table>

Guidance Department:
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor: Gr. 7-9</td>
<td>Elizabeth Sawyer</td>
<td><a href="mailto:esawyer@ocs.cnyric.org">esawyer@ocs.cnyric.org</a></td>
<td>552-5023</td>
</tr>
<tr>
<td>Counselor: Gr. 10-12</td>
<td>Chris Ciereck</td>
<td><a href="mailto:ccierck@ocs.cnyric.org">ccierck@ocs.cnyric.org</a></td>
<td>552-5023</td>
</tr>
<tr>
<td>Psychologist:</td>
<td>Karen Gwilt</td>
<td><a href="mailto:kgwilt@ocs.cnyric.org">kgwilt@ocs.cnyric.org</a></td>
<td>552-5020</td>
</tr>
<tr>
<td>Social Worker:</td>
<td>Amy Stanton</td>
<td><a href="mailto:astanton@ocs.cnyric.org">astanton@ocs.cnyric.org</a></td>
<td>552-5029</td>
</tr>
<tr>
<td>Secretary</td>
<td>Diana Hunter</td>
<td><a href="mailto:dhunter@ocs.cnyric.org">dhunter@ocs.cnyric.org</a></td>
<td>552-5023</td>
</tr>
</tbody>
</table>

Health Office:
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse</td>
<td>Deborah Rohe</td>
<td><a href="mailto:drohe@ocs.cnyric.org">drohe@ocs.cnyric.org</a></td>
<td>552-5026</td>
</tr>
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</table>

Library Media Specialist:
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ellen Pristash</td>
<td><a href="mailto:epristash@ocs.cnyric.org">epristash@ocs.cnyric.org</a></td>
<td>550-5020</td>
</tr>
</tbody>
</table>

Custodial Staff:
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Custodian:</td>
<td>Josh Hanzcyk</td>
<td><a href="mailto:jhanzcyk@ocs.cnyric.org">jhanzcyk@ocs.cnyric.org</a></td>
<td>552-5020</td>
</tr>
</tbody>
</table>

Food Service:
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Farewell, Tonya</td>
<td><a href="mailto:tfarewell@ocs.cnyric.org">tfarewell@ocs.cnyric.org</a></td>
<td>552-5024</td>
</tr>
</tbody>
</table>
FACULTY

Art:
Passetti, Jackie  jpasseeti@ocs.cnyric.org
Ryan, Melissa  mryan@ocs.cnyric.org

Business:
Smith, Kathryn  kmsmith@ocs.cnyric.org
Byrne, Shannon  sbyrne@ocs.cnyric.org

English:
Ferris, Janet  jferris@ocs.cnyric.org
Santana Cummings  scummings@ocs.cnyric.org
Patterson, Renee  rpatterson@ocs.cnyric.org
Richer, Lynne  lricher@ocs.cnyric.org
Reid, Sarah  sreid@ocs.cnyric.org

Literacy:
Cummings, Santana  scummings@ocs.cnyric.org

Foreign Language:
James, Jennifer  jjames@ocs.cnyric.org
Solan, Chris  csolan@ocs.cnyric.org
TBD

Health:
Clemens, Brittany  bclemens@ocs.cnyric.org
Vincentini, Don  dvincentini@ocs.cnyric.org

Math:
King, Amy aking@ocs.cnyric.org
Melfi, Johnsteven jmelfi@ocs.cnyric.org
Bort, Elizabeth ebort@ocs.cnyric.org
Stewart, Mark mstewart@ocs.cnyric.org
Stewart, Amanda astewart@ocs.cnyric.org

Mathematics Intervention:
Raymond, Aimee araymond@ocs.cnyric.org

Music:
Dolloff, Andrew adolloff@ocs.cnyric.org
Cambareri, Joseph jcambareri@ocs.cnyric.org

Physical Education:
Clemens, Brittany bcrens@ocs.cnyric.org
Vincentini, Don dvincentini@ocs.cnyric.org

School Resource Officer:
Pristash, Jay jpristash@ocs.cnyric.org
Science:
Kurucz, Barbara     bkurucz@ocs.cnyric.org
Louis, Steve       slouis@ocs.cnyric.org
Mauro, Jason       jmauro@ocs.cnyric.org
Miller, John       jpmiller@ocs.cnyric.org
Ryan, Jennifer     jryan@ocs.cnyric.org
Sharpsteen, Eric    esharpesteen@ocs.cnyric.org

Social Studies:
Hyland, Peter       phyland@ocs.cnyric.org
James, Steven       sjames@ocs.cnyric.org
O’Rourke, Dennis    dorourke@ocs.cnyric.org
Kelly-Delgado, Kristi Jo   kdelgado@ocs.cnyric.org

Special Education:
MacLachlan, Joanna  jmaclachlan@ocs.cnyric.org
Kilpatrick, Sara   skilpatrick@ocs.cnyric.org
Matthews, Mary     mmatthews@ocs.cnyric.org
Kudlick, Rachel    rkudlick@ocs.cnyric.org
Haines, Brooke     bhaines@ocs.cnyric.org

Technology:
Colacicco, Dominick dcolacicco@ocs.cnyric.org
Merithew, Robert    mmerithew@ocs.cnyric.org

Class Advisors:
Class of 2020        M. Stewart
Class of 2021       S. Cummings & J. Ferris
Class of 2022        L. Bort
Class of 2023       S. James
Class of 2024       J. James
Class of 2025      TBD
**VISITORS**

Visitors are asked to enter the high school through the doors at the east side of the building. Reserved parking is available at the west side of the technology building.

Please note that, in accordance with the Safe Schools Against Violence in Education Act (SAVE), video display and recording equipment are installed and doors to the building are locked.

ALL VISITORS, PARENTS AND ALUMNI MUST REPORT TO THE MAIN OFFICE UPON ENTERING THE BUILDING. PLEASE BRING YOUR DRIVER’S LICENSE OR ANOTHER FORM OF ID. WE NOW USE THE RAPTOR SYSTEM TO SCAN YOUR IDENTIFICATION.

**Visitor Assistance**

<table>
<thead>
<tr>
<th>GUIDANCE OFFICE</th>
<th>Course Selection</th>
<th>Schedule Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Personal Issues</td>
<td>College Selection</td>
</tr>
<tr>
<td></td>
<td>Vocational Training</td>
<td>College Entrance Exams</td>
</tr>
<tr>
<td></td>
<td>Extended Absence</td>
<td>Summer School</td>
</tr>
<tr>
<td>NURSE’S OFFICE</td>
<td>Physical Exams</td>
<td>Injuries / Illnesses</td>
</tr>
<tr>
<td></td>
<td>Medication Dispensing</td>
<td>Late Arrival</td>
</tr>
<tr>
<td>ATHLETIC OFFICE</td>
<td>Team Membership</td>
<td>Sports’ Schedules</td>
</tr>
<tr>
<td></td>
<td>Club Membership</td>
<td>All Club and Sports Issues</td>
</tr>
<tr>
<td>MAIN OFFICE</td>
<td>Locker Problems</td>
<td>Lost and Found Items</td>
</tr>
<tr>
<td></td>
<td>Harassment by Others</td>
<td>Personal Issues</td>
</tr>
<tr>
<td></td>
<td>General Issues</td>
<td>Safety Issues</td>
</tr>
<tr>
<td></td>
<td>*Working Papers</td>
<td>** Use of buildings and grounds</td>
</tr>
</tbody>
</table>

*Working Papers: Working papers or employment certificates are required by law for employment of boys and girls between the ages of 14 and 18. Newspaper carriers must obtain a "Carrier" permit at the age of 11. It is not the function of the school to enforce this law, but rather to act as the cooperating agency to issue the proper form of certificate required by the worker.

Verification of date of birth is necessary for enrollment and to obtain working papers. We encourage that a copy of the student’s birth certificate be included in the student's Counseling and Career folder. A current physical (within one year) is required to obtain working papers.

**Use of Buildings and Grounds: Requests for the use of buildings and grounds associated with Onondaga Central School must be made through MLSchedules. Requests must be made through the MLSchedules website which can be found on our district web page under the Community, Building Use Application. All applications are subject to review by the Athletic Director. Please allow sufficient time for all requests; at least two weeks is recommended.
# Daily Schedule

## Lunch 5th Period

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
<th>Class</th>
<th>Room No.</th>
<th>A or B</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 - 7:55</td>
<td>Homeroom</td>
<td>5 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:55 - 8:37</td>
<td>1</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:40 - 9:22</td>
<td>2</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:25 - 10:07</td>
<td>3</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:10 - 10:52</td>
<td>4</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:55 - 11:25</td>
<td>5</td>
<td>30 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:28 - 12:10</td>
<td>6/7</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:13 - 12:55</td>
<td>8/9</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:58 - 1:40</td>
<td>10</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:43 - 2:25</td>
<td>11</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30 - 3:15</td>
<td>Activity</td>
<td>45 minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Lunch 7th Period

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
<th>Class</th>
<th>Room No.</th>
<th>A or B</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 - 7:55</td>
<td>Homeroom</td>
<td>5 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:55 - 8:37</td>
<td>1</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:40 - 9:22</td>
<td>2</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:25 - 10:07</td>
<td>3</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:10 - 10:52</td>
<td>4</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:55 - 11:37</td>
<td>5/6</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:40 - 12:10</td>
<td>7</td>
<td>30 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:13 - 12:55</td>
<td>8/9</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:58 - 1:40</td>
<td>10</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:43 - 2:25</td>
<td>11</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30 - 3:15</td>
<td>Activity</td>
<td>45 minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Lunch 9th Period

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
<th>Class</th>
<th>Room No.</th>
<th>A or B</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 - 7:55</td>
<td>Homeroom</td>
<td>5 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:55 - 8:37</td>
<td>1</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:40 - 9:22</td>
<td>2</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:25 - 10:07</td>
<td>3</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:10 - 10:52</td>
<td>4</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:55 - 11:37</td>
<td>5/6</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:40 - 12:22</td>
<td>7/8</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:25 - 12:55</td>
<td>9</td>
<td>30 minutes</td>
<td></td>
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</tr>
<tr>
<td>12:58 - 1:40</td>
<td>10</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:43 - 2:25</td>
<td>11</td>
<td>42 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30 - 3:15</td>
<td>Activity</td>
<td>45 minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Pledge of Allegiance

Each morning the Pledge of Allegiance is read during morning announcements. During this time students are required to stand and are encouraged to participate in the pledge.

Daily Announcements

Announcements will be made every morning at 7:50 am on Tiger TV. A form located on the district webpage will need to be filled out in order for announcements to be read on Tiger TV.

After School Assistance (Academic Support)

After school academic assistance is offered from 2:30 p.m. – 3:15 p.m., Monday through Friday. Teachers are available during this time period for any student wishing to seek extra assistance in any academic area.

All student athletes in grades 7 and 8 must remain in school during academic support period. It is required they stay after with one of their teachers.

Homework Request

If a student will be out for an extended period of time, a parent may request that work be collected and sent home. Contact the Guidance Office by calling (315) 552-5023 or emailing Mrs. Hunter at dhunter@ocs.cnyric.org

Delays and Emergency Closings

When weather conditions are such that dispatching school buses on the roads is unsafe due to snow/sleet storms or other inclement weather, buses may run late or not at all. Area radio and television stations will broadcast information released to them relative to late bus runs, school closing or early dismissal from school. Information regarding late buses/school closing will be released to the following radio and television stations as early in the morning as possible: WHEN, WSYR, 93Q, FM-99 and WIXT-9. WSTM-3, WTVH-5, NEWS 10 NOW, Y94, WYYY, WBBS, WWHT, WHCD, FM-100.9, FM-106.5, FM-105, FM-102 AND WSCP. Every attempt will be made to get announcements on the air by 6:30 a.m.
## DELAY SCHEDULES

### One-Hour Delay Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Arrive:</td>
<td>8:45 a.m.</td>
</tr>
<tr>
<td>Warning Bell:</td>
<td>8:49 a.m.</td>
</tr>
<tr>
<td>5th Period Lunch</td>
<td></td>
</tr>
<tr>
<td>Period 1</td>
<td>8:50 am-9:19 am</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:22 am-9:49 am</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:52 am-10:19 am</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:22 am-10:52 am</td>
</tr>
<tr>
<td>Period 5</td>
<td>10:55 am-11:25 am</td>
</tr>
<tr>
<td>Period 6/7</td>
<td>11:28 am-12:10 pm</td>
</tr>
<tr>
<td>Period 8/9</td>
<td>12:13 pm-12:55 pm</td>
</tr>
<tr>
<td>Period 10</td>
<td>12:58 pm-1:40 pm</td>
</tr>
<tr>
<td>Period 11</td>
<td>1:43 pm-2:25 pm</td>
</tr>
<tr>
<td>Activity</td>
<td>2:30 pm-3:15 pm</td>
</tr>
</tbody>
</table>

### Two-Hour Delay Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Arrive:</td>
<td>9:45 a.m.</td>
</tr>
<tr>
<td>Warning Bell:</td>
<td>9:49 a.m.</td>
</tr>
<tr>
<td>5th Period Lunch</td>
<td></td>
</tr>
<tr>
<td>Period 1</td>
<td>9:50 am - 10:25 am</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:28 am - 10:55 am</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:55 am - 11:25 am</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:28 am - 11:55 am</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:58 am - 12:25 pm</td>
</tr>
<tr>
<td>Period 6/7</td>
<td>12:28 pm - 12:55 pm</td>
</tr>
<tr>
<td>Period 8/9</td>
<td>12:58 pm - 1:25 pm</td>
</tr>
<tr>
<td>Period 10</td>
<td>1:28 pm - 1:55 pm</td>
</tr>
<tr>
<td>Period 11</td>
<td>1:58 pm - 2:25 pm</td>
</tr>
<tr>
<td>Activity</td>
<td>2:30 pm - 3:15 pm</td>
</tr>
</tbody>
</table>

### 7th Period Lunch

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:50 am-9:19 am</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:22 am-9:49 am</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:52 am-10:19 am</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:22 am-10:52 am</td>
</tr>
<tr>
<td>Period 5/6</td>
<td>10:55 am-11:37 am</td>
</tr>
<tr>
<td>Period 7</td>
<td>11:40 am-12:10 pm</td>
</tr>
<tr>
<td>Period 8/9</td>
<td>12:13 pm-12:55 pm</td>
</tr>
<tr>
<td>Period 10</td>
<td>12:58 pm-1:40 pm</td>
</tr>
<tr>
<td>Period 11</td>
<td>1:43 pm-2:25 pm</td>
</tr>
<tr>
<td>Activity</td>
<td>2:30 pm-3:15 pm</td>
</tr>
</tbody>
</table>

### 9th Period Lunch

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
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</tr>
<tr>
<td>Period 2</td>
<td>9:22 am-9:49 am</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:52 am-10:19 am</td>
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<tr>
<td>Period 4</td>
<td>10:22 am-10:52 am</td>
</tr>
<tr>
<td>Period 5/6</td>
<td>10:55 am-11:37 am</td>
</tr>
<tr>
<td>Period 7/8</td>
<td>11:40 am-12:22 pm</td>
</tr>
<tr>
<td>Period 9</td>
<td>12:25 pm-12:55 pm</td>
</tr>
<tr>
<td>Period 10</td>
<td>12:58 pm-1:40 pm</td>
</tr>
<tr>
<td>Period 11</td>
<td>1:43 pm-2:25 pm</td>
</tr>
<tr>
<td>Activity</td>
<td>2:30 pm-3:15 pm</td>
</tr>
</tbody>
</table>
BUSING

Busing Eligibility

Transportation shall be provided for all students residing within the school district who live more than 1.5 miles from the school which they legally attend, the distance being measured by the nearest available route from home to school.

Pickup and Discharge Points

Pupils eligible for transportation may be required to walk to and from pickup and discharge points not to exceed 1.5 miles. Elementary school pupils will be transported to locations nearest their homes as is safely and economically possible. Parents are responsible for students' transportation from home to pick up/discharge points. It is District policy to only pick up and discharge at locations within the boundaries of the school district.

Alternate Pickup/Discharge Points – Bus Passes

Pupils should be picked up and discharged at the same location everyday. The following procedures will be used for parents who request variations of this policy.

1. A note, signed by the parent/guardian, should be given to the Main Office Secretary by 11:00 am or later with approval from the Principal or Vice-Principal. The note should include:
   - Name and address of alternate home/location
   - Date(s) of requested change
   - Phone number of alternate home
   - Emergency phone number

   Please do not send emails requesting bus passes. They may not be received in time.

2. Parents are strongly encouraged to request alternate stops only when necessary. It is the parent's responsibility to check with the Main Office Secretary to ensure that the request has been received.

3. An "Alternate Bus Stop Pass" will be issued to the student by the secretary. The pass is to be given to the bus driver when the student boards the bus.

4. The secretary will contact the bus dispatcher to verify that the alternate stop request can be accommodated. If it cannot, the parent or emergency contact will be notified that the student will have to go to the regular stop.

5. The bus dispatcher will leave a note for the driver of the bus of the alternate stop. This is for informational purposes only. The driver will require the school issued bus pass when the student boards the bus.

6. The Office WILL NOT issue a pass to an alternative discharge point for the 3:15 pm bus without Administrative approval.

Bus Schedule

Students arriving by bus must go directly into the building. Students remaining after school must be under the supervision of a teacher.

<table>
<thead>
<tr>
<th>Time</th>
<th>Leave H.S.</th>
<th>Return H.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>8:05 a.m.</td>
<td>12:00 p.m.</td>
</tr>
<tr>
<td>Afternoon</td>
<td>11:20 a.m.</td>
<td>3:15 p.m.</td>
</tr>
</tbody>
</table>

B.O.C.E.S. Buses
Activity and Late Bus Availability

3:15 p.m. Bus  The purpose of this bus is to transport students home after the Activity Period (2:30 p.m. – 3:15 p.m.) Students remaining for the 3:15 pm. bus must be under the supervision of a teacher. They may not travel on the bus unless they have a pass signed by a supervising teacher or coach. The Main Office will not issue bus passes unless circumstances dictate.

Conduct on School Buses

The following guidelines shall govern student conduct on school buses:

1. In general, school buses are extensions of the classroom, and standards of student conduct similar to those that apply in the classroom shall apply to conduct on all school buses.

2. The bus driver is in charge of the bus. The driver’s instructions are to be obeyed promptly by all passengers at all times.

3. Upon boarding the bus, students will sit in their assigned seat or select a seat and remain seated for the duration of the trip. Drivers may assign and reassign seats when they feel it is necessary.

4. No student shall board a bus with any object that cannot be held on his or her lap or between his or her knees. Students shall not bring objects on the buses that are potentially dangerous or distracting to other students or the driver. Prohibited objects include, but are not limited to, the following:
   - Glass objects
   - Weapons
   - Explosive devices
   - Live animals
   - Oversized musical instruments and
   - Oversized athletic equipment

5. Students are to be at their bus stop prior to the bus arrival time. Students who are approaching the bus stop as the bus arrives and who make no effort to be on time may be left behind.

6. Eating, drinking, smoking, vaping and using other drugs and alcohol are prohibited on the school bus.

   6.1 To and from athletic or co-curricular events, eating and drinking on the bus is permitted under the supervision of the coach/supervisor and bus driver.

7. Student actions that have the effect of distracting the driver or otherwise interfering with the driver’s ability to operate the vehicle in a safe manner, are prohibited. Such actions may include, but are not limited to, the following:
   - Throwing objects within or out of the bus;
   - Harassing, bullying or fighting with other passengers;
   - Extending head, hands, arms, or legs out of bus windows;
   - Operating or otherwise tampering with emergency exits;
   - Creating excessive noise, including verbal abuse of fellow passengers and the use of profanity;
   - Causing damage to the vehicle (students responsible for damages will be billed for repair costs);
   - Tampering with the vehicle’s operating or safety controls;
   - Obstructing the driver’s vision; and threatening, verbally abusing, attacking, swearing, or directing profanity at the driver.

Due to the distractive nature of the above activities, any such actions will be considered “dangerous to the health and well-being” of the driver and other students on the bus.

8. Use of personal devices is allowed with ear phones for personal listening only.

9. Hand held gaming devices and other personal electronic devices are only allowed to be used by the owner.

10. Phones are not to be used without the driver’s or coach’s permission. (911 emergency calls should be made by the driver/coach when at all possible.)
Students Driving to School

The fact that bus transportation is available for all students and the strong temptation cars offer for breaking school policies, Onondaga strongly advises that all students make use of the bus. Drivers must abide by the following regulations:

1. The speed limit on school grounds and on the roads surrounding the school must be strictly obeyed.
2. Students must obtain permission from an administrator to go to their cars during the school day.
3. Loitering in and around cars in the parking lot is prohibited.
4. Student drivers must not enter or leave the school parking lot between 7:45 AM and 7:55 AM or between 2:25 PM and 2:28 PM. School buses are loading/unloading at these times and student/pedestrian traffic is heavy. For the safety of all students, no vehicular movement is allowed.
5. All vehicles and traffic safety laws must be obeyed.
6. Vehicles must be parked in the designated parking area/space.
7. Students with driving privileges agree to submit to vehicle searches upon the discretion of a building administrator.
8. Display parking permit

THE PRINCIPAL OR THE DESIGNEE OF THE PRINCIPAL RESERVES THE RIGHT TO ADD AND/OR MODIFY DRIVING RESTRICTIONS AS DEEMED NECESSARY TO PROTECT STUDENTS, EMPLOYEES AND VISITORS.

Driving To and From B.O.C.E.S.

ONLY SENIORS may drive to and from BOCES and must follow these regulations:
- Each vehicle must be registered at BOCES.
- Permission slip must be on file from parent/guardian.
- No passengers are allowed under any circumstance.
- Students must drive directly to and from BOCES.
- All school rules apply.
- Students Must sign out in the Nurse’s Office.
- All vehicle and traffic safety laws must be obeyed.
- Driving privilege requires the student to submit to vehicle searches upon the discretion of a building administrator.

STAFF PARKING: Gym Lot, Lot by Main Entrance and Spaces around the Technology Building

STUDENT PARKING: Front of Stadium and to the side of the Technology Building

Failure to follow these guidelines could result in loss of driving privileges.
BREAKFAST PROGRAM

- Breakfast will be offered before school during the 2018-2019 school year.
- The cost of breakfast is $1.75.

LUNCH PROGRAM

- The cost of lunch is $2.85.
- Students are not allowed to borrow money for lunch from the cafeteria cashiers.
- Call the Food Service Office at West Genesee Central School District for information regarding free or reduced lunch applications, pre-payment for lunch and with questions dealing directly with the lunch program. Phone: 315-487-4661 Fax: 315-487-3663

Cafeteria Rules

Students are to:

- keep in a straight, orderly line while waiting to be served.
- clear tables of all litter and spills.
- place all waste materials in containers provided.
- dispose of food and drink before leaving the cafeteria.
- remain in designated areas.
- help pick up papers and other materials if they are requested to do so by teachers or aides.
- observe rules of courtesy with respect to lunchtime.
- Additional rules are at the discretion of the Principal.

Students without an assigned lunch period must obtain a lunch pass from the Office Secretary in order to take food from the cafeteria.

Lunch/Cafeteria Rules for 7th and 8th Graders

(these are in addition to Lunch – Cafeteria Rules)

- Once a student has chosen a table, the student shall remain at that table unless moved by a monitor.
- Students are to raise their hands and obtain permission from a supervisor in order to leave their tables.
- Students are allowed to go to the bathroom only once.
- Students assigned to the cafeteria are to remain in the cafeteria.
- Students leaving the cafeteria during their assigned periods must have signed passes.
- Students are NOT allowed outside.
- Disruptive students may be isolated from their peers for periods of time determined by cafeteria supervisors and/or administrators.

Home Lunch

Students wishing to eat lunch at home must submit parental permission to the Main Office. Only those students who are able to walk to their homes, eat lunch and return within the allotted lunch period will be allowed to leave school grounds. Eating at local restaurants is not permitted and will be considered as leaving school grounds without permission even if one has a "home lunch pass". Written parental permission must be on file BEFORE permission will be granted. Students must sign out at the main office before leaving and sign in immediately upon returning.
HEALTH AND SAFETY
Criteria for #504 Rehabilitation Act of 1973

Under the Rehabilitation Act, a handicapped person includes anyone displaying a physical or mental impairment that substantially limits one or more major life activity including, but not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, breathing or learning.

There is a school elevator available for use by students with any injury or other disability that limits a student's use of stairs. Arrangements for use of the elevator are made through the Nurse's office. For information, please contact Debra Eichholtz, School Business Administrator.

School Nurse

In the event a student is to go home as a result of an accident or illness, the nurse will contact the parent/guardian, make necessary arrangements, notify the main office and assist the student in signing out of school. Students may not call their parents to arrange for transportation home without the permission of the nurse.

In addition to giving first aid and assisting students who have accidents or are ill during school hours, the nurse is available to advise students regarding problems, health and hygiene. The nurse also maintains the students' health records and is responsible to see that all required medical examinations and inoculations are up-to-date. The school nurse is available at 315-552-5026.

Illness

If a student becomes ill at school, the student must report to the nurse immediately after obtaining permission from the staff member in charge. Ill students may not leave the school without authorization of the nurse or an administrator. Being ill is not an acceptable excuse for missing class or study hall unless the student has reported to the nurse or an administrator. Such class absences will be considered "cuts".

Medication

In order to take medication during the school day, a student must submit, to the nurse, a completed Parent and Physician Authorization Form. This form is available in the nurse’s office and must be signed by both a physician and a parent/guardian. Medications are to be given to the school nurse where they will be stored for dispensing.

A Self-Medication Release Form, also requiring a physician and parent/guardian signature, must be completed and on file in the nurse’s office to allow for self-medication. Under no other circumstances may a student consume, carry or store medications while on school property. The Self-Medication Release Form is available from the school nurse.

Physicals

The State Education Department Regulations require that students receive physicals while they are in grades 1, 3, 7 and 10.

Accidents

In the event of an accident while in school, students are to go to the nurse immediately. If pertinent, the student will be asked to fill out an accident report.
Sexual Harassment

Any student who believes that he or she has been subjected to sexual harassment, should immediately report the matter to the building administrator.

All complaints shall be handled confidentially, except for such disclosures as is necessary to investigate and resolve the complaint or is required by law.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature.

Emergency Cards and Student Verification Forms

Each parent is required to complete and sign an Emergency Notification Card before the end of the first week of school. This card will provide names and telephone numbers of people who can be contacted in the event of an emergency. Each parent is also required to review their child’s Student Verification Forms that were included in the summer mailing. It is to the student’s benefit that this information on both of these forms is consistent, complete, accurate and current.

Fire Drills

Teachers will direct students to promptly leave the building through pre-determined exits to pre-determined locations outside of the building.

Go Home Drill

A Go Home Drill may be used in a situation where it is necessary to transport students home prior to regular dismissal. Staff, students and parents are notified, in advance, of the dates and the specifics of the drills.

Sheltering Drill

This drill is to simulate an incident (chemical, radiological, etc.) resulting in it being unsafe to remain in the building. Faculty and staff will direct students to the South Onondaga Firehouse and Wheeler. Upon successful completion of the drill, students will return to school.

Lock Down Drill

A lock down may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building or an adjacent property. This drill will require doors and windows to be locked, lights to be turned off and students to remain silent and away from doors and windows.

Lock Out Drill

A lock out may be issued when an internal and immediate danger is identified and it is determined that students should be excluded from the building for their safety.
Fire Evacuation

The following rules are to be followed when the alarm sounds:

- Everyone will leave the building quickly and quietly, following teachers’ instructions.
- Once outside, move well away from the building keeping the driveways clear for use of fire apparatus.
- Remain quiet and attentive, being alert to further instructions.
- Do not return to the building until the proper instructions have been given.

Bomb Threat

- Students will quickly and quietly leave through building exits as directed by their teachers.
- Following building evacuation, students will be directed to a central meeting area as indicated by a building administrator.

Weather Drill

The intent of this drill is to test that you would receive a notification from our weather radios during an emergency and know how to respond accordingly.
ATTENDANCE

Attendance Policy – Grades 7-12

The Board of Education, school administration and teaching staff recognize class attendance as an integral component of the instructional and learning processes at Onondaga Jr./Sr. High School. Achievement is a measurement of what students know, what they can do and how well they perform in the classroom environment. These measurable student outcomes are criteria for excellence and are heavily attendance dependent. Accountability for learning begins with classroom attendance. It must be the first priority.

All students have the responsibility to attend all regularly scheduled classes and to participate fully in class experiences and activities. Further, it is the student’s responsibility to make up any and all classes from which they have been absent.

Our attendance policy at Onondaga Jr./Sr. High School incorporates a minimum number of attendance days, or their equivalent, as a class attendance/participation requirement. Whenever a student drops below the minimum of 85% attendance in any course during a marking period, his/her grade is automatically carried as an incomplete. Teachers will give students opportunities to make up class absences. Each course requires an 85% attendance/participation for each marking period. Attendance/participation not made up will result in an incomplete for the marking period grade.

Regular class attendance contributes to improved academic performance, promotes continuity and reinforces learning. Additionally, student diligence and dedication to regular schedules of instruction helps establish the discipline necessary for developing a positive work ethics and behaviors imperative for success in the workplace. The attendance policy is directed towards those ends.

I. "Absence" – Definition

An absence is recorded for each and every occasion that a student is not present for a scheduled class. Absences may result from illness, doctor appointments, family vacations, suspensions from school, field trips, music lessons, career seminars, college visitations and any/all other occasions when the student is not in attendance/participating in a scheduled class.

II. "Attendance or Its Equivalent"

1. A student must be present for a minimum of 30 minutes of a 42-minute scheduled class.
2. Homebound instruction is considered the equivalent of class attendance. Homebound instruction may be requested for long term (in excess of 10 consecutive school days) illness/disability.
3. The last date of the regularly scheduled class marks the conclusion of a course. Any and all make up experiences, activities, or requirements are due to be completed and in place by that time.

III. Day Equivalencies for 85% Attendance

<table>
<thead>
<tr>
<th></th>
<th>Potential Days</th>
<th>Maximum Absences</th>
<th>Maximum Allowable Class Absences/Marking Period</th>
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<tr>
<td>1. Full Year Courses</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>a) daily classes</td>
<td>184</td>
<td>28</td>
<td>5</td>
</tr>
<tr>
<td>b) P.E.</td>
<td>92</td>
<td>14</td>
<td>3</td>
</tr>
<tr>
<td>2. Half Year Courses</td>
<td>92</td>
<td>14</td>
<td>5</td>
</tr>
</tbody>
</table>
IV. **Recording Attendance**
Teachers will keep daily class attendance records on all students enrolled in their classes. Marking period absences will be recorded on report cards as notification to students and parents.

1. Each student will be required to make up all class absences.
2. The time limit given to each student for making up work is 5 days from the date of return from absence.
3. A student will receive an incomplete (INC) on the report card whenever the number of absences for a class exceeds five (5) or three (3) for P.E. The student's grade will not be calculated. The numerical value of an incomplete (INC) is 55 for the first three marking periods. After 5 school days, if class is not made up, the incomplete will be changed to the earned grade.
4. Whenever a student responsibly makes up class work for absences and reduces the number of absences for a marking period to five (5), three (3) for P.E., or fewer, the student's grade will be calculated and recorded on the report card.
5. A student has 5 school days from the close of each marking period to make up class absences except for the sixth marking period. In the sixth marking period, work must be made up by the last scheduled class date.

V. **Opportunities to Make Up Absences**
It is our policy that all teachers provide for, determine and communicate the expectations for making up class absences. It is to be noted that students are responsible for homework assignments when they have been absent from class.

Whenever an absence is pre-arranged (i.e. field trip, music lesson, or an absence/early dismissal due to medical or court appointment) students should make every effort to pre-arrange class make up time/work/activities with teachers.

The following options are available and acceptable as opportunities for students to make up class absences:

1. Attendance at another class during the day when the student has a study hall, with a pre-signed pass and approval from releasing teacher.
2. Attendance at the 12th period extra help class from 2:30 pm to 3:15 pm.
3. Work may be sent home, completed by a student and returned to the teacher.
4. Homebound instruction may need to be arranged for students with long-term disabilities.

VI. **Perfect Attendance**
Only those students who are present every day, with no tardies, no early dismissals and no temporary absence due to appointments will be recognized as having perfect attendance. Attendance at school-sponsored activities will be considered as attendance at school.

VII. **Extended Vacations**
Students who leave with their parents on an extended vacation must notify the school prior to leaving. The student must contact each teacher and will be responsible for assignments and must submit the work to each teacher on the date designated by the teacher. If not handed in, no credit will be given. Such vacations are absences and the attendance policy applies. It is imperative that students miss school as little as possible. Absences can negatively affect students' grades.

IX. **Due Process**
Decisions concerning the fair and equitable application of this attendance policy may be appealed to the Attendance Policy Committee, the building principal, the Board of Education and to the New York Commission of Education - in that order.
Absence Procedure

Please telephone the school nurse (315-552-5026) when your child is absent, stating the reason for the absence.

Upon returning to school, a student must present a written note to the nurse from his/her parent giving name, date(s) of absence and specific reason for the absence, example: “flu” vs. “sick. A student who is absent 3 or more days, may be asked to present a doctor’s note.

The school is required by the State Education Department to keep on file all absentee excuses. Failure to bring in an excuse may result in a charge of truancy.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures:
Based upon our District’s education and community needs, values and priorities, the Onondaga Central School District has determined that absences, tardiness and early departure will be considered excused or unexcused according to the following standards:

A. **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, serious illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

B. **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories. (e.g. family vacation, hunting, babysitting, hair cut, obtaining learner’s permit, road test, oversleeping).

*Approved college visits refer to juniors and seniors visiting colleges in anticipation of possible attendance. A parent note with signature is required for excused status. College visits are considered absences.

Early Dismissal

A student who must leave school because of illness must report to the nurse or the principal. If a student must be excused for part of the school day, he/she must present a written request to the nurse upon arrival at school. The request should specify name, date, time to be excused, destination and reason for leaving, means of travel from school and a telephone number by which the above information may be confirmed (parent, doctor, dentist, etc.). Appointments should be made, if at all possible, on school holidays or after school hours. Because of the school’s legal responsibility for the welfare of students, we cannot honor requests for students to leave school to run errands during school hours. Leaving school without permission is considered truancy.
GUIDANCE SERVICES

Counseling/Social Worker

Counseling is the process of helping individuals to understand themselves and their world so they can utilize their potentials to bring reasonable harmony between themselves and their environment.

The responsibilities of the counselor consist of:

I. Counseling
   a) A major service of the counselors is to counsel students on a one-to-one relationship or in small groups. Utilizing special techniques and skills, the counselors create an accepting, non-threatening atmosphere in which individuals are able to explore feelings and gain insight into themselves. Through counseling, individuals are able to assess personal conflicts and resolve them. Our aim is to help the students develop better methods for dealing with future problems through self-understanding.

II. Guidance Functions/Services
   a) Information Services: Counselors provide occupational, educational and related information to the student. The goal is for students to make decisions based on as complete information as the counselor can provide.
   b) Appraisal: The counselors collect and assist the students in analyzing data relating to the total self. This information is used to help individuals understand themselves through recognition of strengths and weaknesses. By sharing this information, a learning environment that recognizes individuals’ needs can be provided.
   c) Planning, Placement and Follow-up: This service is designed to assist students in selecting and utilizing opportunities within the school and the community that will enhance development. The counselors help students to interpret and act upon information in meaningful ways.

III. Other Functions of the Counselors
   a) Participate in case conferences providing information to staff and pupil personnel service members.
   b) Conduct and attend parent conferences when needed.
   c) Assist with the school-testing program providing interpretation when needed.
   d) Work with the teaching staff to arrange guidance units in the classroom. These units relate to orientation, educational planning, career education and other activities.
   e) Initiate teacher team meetings.

Admission and Withdrawal

Students eligible to attend Onondaga High School are those whose parents or guardians are residents of the Onondaga Central School District. Students who transfer to OCS from another district must be residing with a parent or guardian. The Superintendent of Schools must approve exceptions to this policy.

Students new to the school must be enrolled through the Guidance Office. Students who are withdrawing from school for any reason must complete the withdrawal procedure. This should be initiated in the Guidance Office. During the summer, returning students will be notified of procedures to be followed at the beginning of the school year.

Birth Certificate

Verification of date of birth is necessary for enrollment, to obtain working papers, for correct name for diploma, etc. We encourage that a copy of your birth certificate be included in a student’s Counseling and Career folder. Doing so makes this readily available when needed.
Change of Address

If you move to a new address during the school year, you must notify the Guidance Office of the new address as soon as your move is completed. Proof of residency is required. You will need to provide either a lease (if rental) or a purchaser agreement showing your name and the new address, as well as a utility bill. If your new address is not within the boundaries of our district, then you will need to register within the district where your new residence is located. All questions about becoming a non-resident student are to be directed to the Superintendent of Schools at 315-552-5000.

Leaving the District

Parents must notify the Guidance Office by mail or telephone (315-552-5023) if a student is moving out of our District or leaving school for any reason. Records will not be released unless appropriate forms are completed and all fines/arrears are paid.

Re-entry Guidelines

Students who wish to re-enter high school must demonstrate their commitment to completing their education at a meeting with the Sr. High School principal, the appropriate guidance counselor and their parents/guardians.

Academic Assistance for Students

The Guidance Office encourages students to seek assistance from teachers for individual research, advanced projects, or if they are struggling academically in any course. Teachers are available to provide help as needed for any student. This can be arranged after school or during the school day when schedules coincide.

Academic Intervention

Academic Intervention classes are scheduled for students who are selected or recommended on the basis of assessment results. Recommendations for Academic Intervention may come from teachers or may be based on previous course grades. Students may be required to attend an Academic Intervention class based on statewide assessments results. Additional information regarding criteria and types of intervention is available by calling the Jr./Sr. High School Guidance Office.

Dropping/Adding a Course

Schedule changes will be made only when a "Drop/Add" form is completed. Changes will NOT be made to extend lunch hours, increase free time, etc. A schedule change does not become official until all signatures on the "Drop/Add" form have been obtained and the form is returned to the Guidance Office. Therefore, students must continue attending classes until the procedure is complete. Unexplained absences from class will be considered "cuts".

A class dropped prior to the last two marking periods will result in one of the following two notations on the student's permanent record: a) dropped passing b) dropped failing.
Conferences and Communications with Teachers and Counselors

Counselors and teachers are available for conferences with parents and guardians. Appointments for conferences may be made by calling the Guidance Office at 315-552-5023.

An administrator or counselor may also call conferences. Academic or disciplinary behavior conferences may include some or all of the following people: parent(s), student, teacher(s), counselor, administrator or other staff members. Parents should expect a return phone call or email within twenty-four hours barring unusual circumstances or absences.

Early Graduation

In most cases, early graduation is not encouraged. It is sometimes necessary that students complete their four-year course of study in 3 or 3½ years. For a student desiring to graduate early, a form must be completed that includes parent's permission and agreement from Onondaga Jr/Sr High School Guidance and administration. Those students planning on a 3½-year program (January of senior year graduation) are strongly urged to declare and file the forms by September 15th of their senior year. Those students planning on a 3-year program (June or junior year graduation) are strongly urged to declare and file the forms by the end of their 2nd year at the Jr/Sr High School.
COMMUNITY SERVICES

Hotlines/Help Lines

All local phone numbers must be preceded by the area code 315.

CONTACT (counseling services) 251-0600
Crisis Connects (24/7 crisis hotline) 251-0800
AIDS 475-2430
Al-Anon/Alateen 471-0191
Battered Women (Vera House) 468-3260
Child Abuse (Local) 422-9701
Prevention Network - Drug-Alcohol-Gambling 471-1359
Hope for the Bereaved 475-4673 (HOPE)
Narcotics Abuse 1-800-784-6776
Growing Up Healthy (Teen Pregnancy Services) 1-800-522-5006
Rape (Vera House) 422-7273
Runaways 1-800-786-2929
Youth Crisis (2 pm – 3 am) 1-800-999-9999
Emergencies 911
Sheriff (County) 435-2111

Counseling

Catholic Charities, 1654 W. Onondaga St. Syracuse 424-1800
Contact, 6520 Basil Rowe, E Syracuse 251-0600
Families Anonymous, Inc.,701 Lee St., Suite 670, DesPlaines,IA 60016 1-800-736-9805
Huntington Family Center, 405 Gifford St. Syracuse 476-3157

Drugs and Alcohol

Al-Anon/Alateen 118A Court St. Syracuse 471-0191
Crouse Chemical Dependency 410 Crouse Ave. Syracuse 470-8304

Jobs/Work

CNY Works 473-8250
P.E.A.C.E. Inc. 217 S Salina St. Syracuse 470-3300

Legal Help

Hiscock Legal Aid 351 S Warren St. Syracuse 422-8191
New Justice Conflict Resolution 1153 W Fayette St. Syracuse 471-4676

Rape

Rape Crisis Center 6181 Thompson Rd. Suite 100 Syracuse 422-7273

Runaways & Homeless

Barnabas 1941 S Salina St. Syracuse 475-9744 or 475-9720
Booth House 677 S Salina St Syracuse (mailing address only) 471-7628

Parents are encouraged to call the Nurse for available agencies dealing with health related issues including, but not limited to, pregnancy and birth control.
ACADEMICS

Academic Integrity

A quality education can only be achieved and justly measured in a setting where students’ work is truly their own. Giving or receiving unauthorized help on schoolwork obscures actual achievement and is unfair to fellow students adhering to a higher ethical standard. At Onondaga Jr./Sr. High School, it is the responsibility of every student and teacher to maintain and promote the fundamental values of academic integrity, honesty, trust and respect.

Grade Level Classification

Grade 10 must have earned at least four high school credits
Grade 11 must have earned at least nine high school credits
Grade 12 must have earned at least sixteen high school credits

Junior High School Requirements

<table>
<thead>
<tr>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit English language arts</td>
<td>1 unit English language arts</td>
</tr>
<tr>
<td>1 unit social studies</td>
<td>1 unit social studies</td>
</tr>
<tr>
<td>1 unit mathematics</td>
<td>1 unit mathematics</td>
</tr>
<tr>
<td>1 unit science</td>
<td>1 unit science</td>
</tr>
<tr>
<td>½ unit physical education</td>
<td>½ unit physical education</td>
</tr>
<tr>
<td>½ unit technology</td>
<td>½ unit technology</td>
</tr>
<tr>
<td>½ unit music education</td>
<td>¼ unit art education</td>
</tr>
<tr>
<td>½ unit family &amp; consumer sciences</td>
<td>¼ unit family &amp; consumer sciences</td>
</tr>
<tr>
<td>½ unit health education</td>
<td>1 unit language other than English</td>
</tr>
<tr>
<td>½ unit word processing and computer use</td>
<td>½ unit CBT Humanities</td>
</tr>
<tr>
<td>¼ unit art</td>
<td></td>
</tr>
</tbody>
</table>

Library

The library has a large collection of materials to assist students in their class work and leisure reading. In addition to books, pamphlets, magazines and newspapers, the library participates in an excellent interlibrary program, through which items not owned by our library may be borrowed. Computers are also available for word processing and internet use, subject to the school computer policy.

7th and 8th Grade Retention Policy

The retention of a seventh or eighth grade student will be a recommendation made by the SIT. The SIT will meet to review all data in an effort to arrive at an educationally sound recommendation. The Student Intervention Team will consist of the following: the classroom teacher(s), special education teacher, guidance counselor, social worker, psychologist, other pertinent school personnel and building administrator(s). It is the building administrator’s responsibility to facilitate the recommendation process and make final recommendation to the Superintendent of Schools.
High School Graduation Requirements

The requirements of the New York State Education Department, for a high school diploma, have changed often over the last few years. This is the most current information provided by the New York State Education Department at the time of the printing of this handbook. All information is subject to change at the discretion of the New York State Education Department.

IMPORTANT: In addition to New York State Education requirements for graduation, Onondaga requires a total of 23 ½ credits for all high school diplomas.

The following diplomas for regular education students enrolled in a traditional New York State public school are available:

a) Local diploma*; or
b) Regents diploma; or
c) Regents diploma with an advanced designation; or
d) Regents diploma with honors; or
e) Regents diploma with advanced designation with honors

*The local diploma option will not be available for general education students who first enter grade 9 in September 2008 or thereafter.

Summer School - Grades 9 – 12

Summer school is no longer an option for students in Grades 9 - 12 who are excessively absent from school. Students that have missed more than 28 classes for a full-year course or 14 classes for a semester course will not be allowed to take that course in summer school for credit. This includes legal and illegal absences and absences "made up" in accordance to our Attendance Policy. High School students who are excessively absent and are not receiving homebound instruction will not be allowed to attend summer school for credit.

Grades

The passing grade at Onondaga Central School District for grades 7-12 is 70%.

Classes required for high school credit will receive numerical grades in every marking period.

Grades will be weighted for each grade point average through the six marking periods.

<table>
<thead>
<tr>
<th>Courses Weighting Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Advanced Placement Courses:</td>
</tr>
<tr>
<td>2. College Courses:</td>
</tr>
<tr>
<td>3. Foreign Language IV, Foreign Language V and Advanced Foreign Language</td>
</tr>
<tr>
<td>4. Honors Courses:</td>
</tr>
<tr>
<td>5. All other classes:</td>
</tr>
</tbody>
</table>

Report cards will be mailed to parents/guardians six times a year. Grades on report cards will reflect student academic achievement. Student effort will be indicated by teachers’ comments.

Teachers will develop a course grading policy that will encourage students to interact in an educational environment that engages students in individual, group and community learning experiences.
Each teacher will have an individual grading procedure for his/her classes. Students and parents/guardians will be notified of the procedure during the first week of the school year.

It is the student's responsibility to ensure that all exams and quizzes are taken in a timely fashion. Any missed exams and quizzes or laboratories must be made up in accordance with the Onondaga Jr/Sr High School Attendance Policy. Incompletes must be approved by the building principal and will be given in accordance with the attendance policy.

A grade of 55 will be the minimal grade earned by a failing student the first three marking periods of a full year course and first two marking periods of a semester course.

**Regents Courses**

Students enrolled in a Regents course **MUST** pass the Regents exam **AND** have a passing class average to pass the course and gain Regents credit.

**Six Marking Periods**

I. Reports will be mailed home six times during the school year.
II. There will be no interim reports.
III. The final exam will count toward 1/5 of the final average.
IV. The following dates represent the end of each marking period:

<table>
<thead>
<tr>
<th>Marking Period 1</th>
<th>10/18/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marking Period 2</td>
<td>12/06/19</td>
</tr>
<tr>
<td>Marking Period 3</td>
<td>01/24/20</td>
</tr>
<tr>
<td>Marking Period 4</td>
<td>03/13/20</td>
</tr>
<tr>
<td>Marking Period 5</td>
<td>05/01/20</td>
</tr>
<tr>
<td>Marking Period 6</td>
<td>06/25/20</td>
</tr>
</tbody>
</table>

**Students are Expected to Take at Least Six Classes**

All students, grades 7-11, are expected to take at least six classes. Seniors in good standing may take less than six classes with parental, guidance and principal permission.

**Honor Roll**

Only full time students (those taking 6 or more classes) are eligible for the honor roll. A student is eligible for Honor Roll for each marking period. A student with a six-week marking period carrying an 85% to 89.99% will be placed on Honor Roll. Any class failure results in removal from the Honor Roll. Those with 94.99% or higher averages will be placed on the Principal’s List.
Science Regents Requirements
Lab Policy 2019-2020

1. "Formal Laboratory Reports" will be written for all Regents Courses.
2. New York State requires 1200 minutes of laboratory experiences; Onondaga Jr-Sr High School requires Formal Lab Reports for lab experiences.
3. "Formal Laboratory Reports"
   
   Purpose and/or Hypothesis

   Materials

   Procedure

   Data/Observations/Graphs/Charts/Maps

   Conclusions/Questions

4. The grading and expectations for each of the five components of the "Formal Laboratory Report" will be up to the discretion of the science teacher.
NHS Eligibility Criteria for Selection

Student eligibility is based on her or his record of scholarship, leadership, character, and service at Onondaga Central School District and the communities served by the school district.

Scholarship
Students will have a 92.00% weighted grade point average over twelve consecutive full marking periods after the second marking period of junior year. Students must have been in attendance at Onondaga Central School for at least one full semester.

Character
Examples of positive character include (but are not limited to):
- Takes criticism willingly and accepts recommendations graciously
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates highest standards of honestly and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness in obligations both inside and outside of the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application of studies
- Manifests truthfulness in acknowledging obedience of rules, avoiding cheating on written work, and showing unwillingness to profit from the mistakes of others
- Actively helps to rid the school of bad influences.

Leadership
Examples of leadership include (but are not limited to):
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Is able to delegate responsibilities
- Demonstrates academic initiative
- Successfully holds school offices and positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- Demonstrates leadership in classroom, at work, and in school activities
- Is thoroughly dependable in any responsibility he/she accepts

Service
Examples of service include (but are not limited to):
- Participates in unpaid, uncompensated service to the school and community.
- Participates in some outside activity: Girl Scouts, Boy Scouts; church groups; volunteer services for aged, youth, poor, disadvantaged.
- Volunteers dependable and well-organized assistance, is available on his own time and is sacrificing
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Willingness to render cheerfully and enthusiastically to any requested service to the school
- Willingness to represent his class or school in interclass and interscholastic competition
- Willingness to do committee and staff work
- Readiness to show courtesy by assisting visitors, teachers, and students
Report Card Corrections

Any errors that affect a student’s placement on the honor roll should be corrected with the teacher as soon as possible. The teacher’s written correction should then be submitted to the Guidance Office. Late changes will impact honor roll postings.

Senior Ranking

Class rank after six semesters is used for the initial college application process. Final class ranking which includes the Valedictorian and Salutatorian will be based upon grades at the end of seven semesters. Students will be ranked out to two decimal places. A tie will be called in the event that there are two students with identical GPA’s out to two decimal places.

Expectations Regarding Homework

The Role of the Student

The student should:

- use a student planner to write down the class assignments and the due dates.
- understand the assignment before leaving class. If not, the student should ask the teacher for clarification.
- complete assignments in a timely manner.
- effectively utilize school time, especially study hall time, to work on assignments.
- check the planner before leaving school and take home all of the materials needed to do assignments.
- set aside a time each day for homework. If you have no homework, use the time to review class notes.
- have a designated place just for studying and doing homework. Be sure that it has good lighting, minimal distractions and is comfortable.
- determine the best personal time to study. For some, schoolwork is best done upon arrival home. Others find that a period of exercise or relaxation best prepares for concentrated study.
- plan ahead so that homework and assignments are completed on time.

The Role of the Teacher

The teacher should:

- inform the students and their parents of the grading policy, including homework expectations, at the beginning of the school year or course and when new students are registered.
- provide direction and reinforcement in the development of good study skills.
- make certain that homework assignments are geared to provide for individual differences and capabilities.
- make certain that homework assignments are purposeful, well-defined and meaningful for the students.
- define the homework in class so students feel free to ask questions and receive any initial assistance that they may require.
- ensure that preprinted homework assignments are legible before distributing them to students.
- consider the daily homework load of the student when giving assignments.
- evaluate/return homework within the 6-week marking period in which it was assigned.
The Role of the Parents

Parents should:

- show positive interest in their children’s homework and schoolwork by asking to see daily work and by talking about it together.
- cooperate with the teachers to make homework more effective.
- provide a suitable, quiet place in which their children can do their homework.
- provide a regular time in their children’s schedules for homework and select a time that will avoid last minute rushing, interference with bedtime or family commitments.
- serve as consultants about problems, but do not do the assignments.
- encourage their children to return clean, neatly written papers to their teachers.
- communicate with their children’s teachers if there are any questions.
- contact their children’s guidance counselors for homework when there will be excused absences that last for a period of more than two days.

Planning and Assigning Homework

1. Homework should be planned and assigned in such a way that it will:
   a. help student see how homework is related to class work.
   b. ensure that the assignments, procedures for accomplishing them and the due dates are clear.
   c. ensure that the amount of homework is appropriate to students’ needs and abilities. Staff members should consider these factors when making homework assignments:
      - The grade level of the student.
      - The level and degree of difficulty of the subject being studied.
      - The maturity level of the student.
      - The instructional needs of the student.
      - The total daily homework load of the student.
      - The Individual Education Plan (IEP) or 504 Plan.
   d. establish and explain the manner in which homework will be evaluated and the weight that it will carry in the overall evaluation of the student.

2. Students should plan to devote at least ninety minutes to nightly homework and study.

Accepting, Evaluating and Returning Homework

1. It is expected that homework will be completed by the designated due date. Late homework assignments may accrue less credit than otherwise may have been earned.
2. All homework completed and handed in during the marking period in which it was assigned will be evaluated, graded and returned.

Homework for Absentees

If a student is absent from school 3 or more consecutive days due to illness, homework assignments may be requested by calling the Guidance Office (315-552-5023) as early in the day as possible. The assignments may be picked up in the Guidance Office the day following the actual request.
Incompletes

Students who fail to complete all course requirements by the end of a marking period have two weeks to complete the work. After two weeks, the grade will automatically convert to the grade earned. Any deviation from this policy must be by agreement between teacher and student and must be approved by the administration.

Lines of Responsibility

- It is the student's responsibility to arrange a meeting with the teacher to make up work and to complete it in a timely manner.
- It is the teacher's responsibility to keep accurate, daily class attendance and to verbally notify each student when absenteeism becomes excessive.
- It is the parent's responsibility to see that the student attend school on a regular basis and not to schedule appointments or vacations in such a manner that a student's regular class attendance is jeopardized. When a student exceeds the maximum allowed class absences in a marking period, five for daily classes and three for classes that meet every other day, the school district expects parental support in seeing that the student makes up the work.

In the event a student is absent from school in excess of 5 consecutive days due to serious illness or injury, it is the parents' responsibility to notify the Guidance Office to arrange for make-up or homebound instruction as soon as the student is able to do so. The nature of the make-up will be left to the discretion of the building administrator who will work closely with the parent and teacher. Students absent from school in excess of 5 consecutive days for reasons other than health are not eligible for homebound instruction. Classroom teachers will notify parents when unmade-up absences become excessive.

Onondaga Central School District, in the enforcement of the 7-12 attendance policy, does not discriminate between legal and illegal absences.

Expectations of Parent and Student for Student in Need of Tutoring

- The parent(s) or guardian(s) will make sure their son or daughter will attend all tutoring sessions.
- The student, parent or guardian will cancel only in the case of emergency, illness or inclement weather.
- The parent or guardian will provide the principal with emergency contact phone numbers.
- The student, parent or guardian must contact the tutor by phone at least six hours in advance of the scheduled tutoring time of a cancellation unless circumstances prohibit such action.
- The student and parent(s) or guardian(s) can expect the student to be disciplined for truancy when the student returns to school if the student failed to attend a tutoring session without the appropriate advance notice or acceptable reason.
- The student and parent(s) or guardian(s) can expect that missed tutoring sessions due to student’s failure to attend without prior notice or for illegitimate reasons will not be rescheduled.
- The student and parent(s) or guardian(s) can expect that two missed, unexcused tutoring sessions will result in discontinuation of services and possible contact of Child Protective Services due to educational neglect.
Local Diploma

Only Available for Identified Students.

Regents Diploma Requirements

Students enrolled in a Regents course **MUST** pass the Regents exam and have a passing class average to pass the course and gain Regents credit.

1. **English** - four units of credit and a score of at least 65% on the comprehensive Regents examination in English and Language Arts.
2. **Social Studies** - four units of credit including:
   -- one unit of credit in American History,
   -- a score of at least 65% on the Regents exam in United States History and Government
   -- two credits in Global History
   -- a score of at least 65% on the Regents exam in Global History & Geography
   -- a half unit of credit in Economics
   -- a half unit of credit in Participation and Government
3. **Mathematics** - three units of credit and a score of at least 65% on a Regents exam in Mathematics.
4. **Science** - three units of credit and a score of at least 65% on one of the Regents exams in Science.
5. **Art or Music** - one unit of credit
6. **Health** - one half unit of credit
7. **Languages (other than English)** - one unit of credit
8. **Physical Education** - two units of credit

Regents Diploma with Honors Requirements

To earn a Regents diploma with Honors, a student must meet all the requirements for a Regents diploma and shall achieve an average of 90% on all Regents exams required for diploma. Averages below 90.0% shall not be rounded upward to 90%.

Regents Diploma with Advanced Designation

To earn a Regents diploma with an advanced designation, a student must complete and pass, in addition to the requirements for a Regents diploma:

1. two additional Regents exams in Mathematics with at least a 65%
2. an additional Regents exam in Science with at least a 65%, for a total of two Regents exams, with at least one in Life Science and at least one in Physical Science
3. two additional units in a language other than English

Regents Diploma with Advanced Designation with Honors

To earn a Regents diploma with advanced designation with honors, a student must meet all the requirements for a Regents diploma with advanced designation and shall achieve an average of 90% on all Regents exams required for diploma. Averages below 90.0% shall not be rounded upward to 90%.

**DON’T FORGET:** In addition to New York State graduation requirements, Onondaga requires a total of 23 ½ credits for all high school diplomas.
### Career & Technical Education

Career & Technical Education emphasizes a broad spectrum of specific skills, using current business and industry based technologies, applicable to personal and career goals. Skills learned through the programs offered at the OCM BOCES will prepare students for post-secondary study or for directly entering the workforce. Students also will have the option of earning college level credit while enrolled in these career and technical education programs.

A wide variety of Career & Technical Education programs offered at the OCM BOCES are open to Onondaga School District students. These include the following programs as well as other educational opportunities:

<table>
<thead>
<tr>
<th>Technical Services:</th>
<th>Automotive &amp; Construction Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Auto Collision Technology</td>
</tr>
<tr>
<td>Arts &amp; Services:</td>
<td>Cosmetology, Culinary Arts, Pastry Arts</td>
</tr>
<tr>
<td></td>
<td>Graphic Communication and Health Occupation</td>
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<td></td>
<td>Computer Technology</td>
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<td></td>
<td>Laboratory Technician</td>
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<td></td>
<td>Early Childhood Education</td>
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<tr>
<td>New Visions:</td>
<td>Environmental Science &amp; Health Careers</td>
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<td></td>
<td>Criminal Justice</td>
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<td></td>
<td>Welding</td>
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</tbody>
</table>

The Guidance Counselors sponsor field trips to the local BOCES campus for high school students interested in Career & Technical Education.
COURSE GUIDELINES

Physical Education

New York State Education Law states that each student must successfully complete the physical education requirement in order to secure a diploma. In order to satisfy the above State mandate, it is necessary for all students to attend AND participate regularly in physical education. This is necessary as physical education is a participatory course.

Attendance and Participation
Attendance means being physically present for the entire duration of the class. Participation means being actively involved in activities as requested/directed by the teacher. In order to successfully complete the physical education requirement, a student must attend and participate successfully in at least 80% of the class meetings. Any student who does not successfully complete physical education in ANY semester will be expected to double up the following semester and/or year.

Class Exemptions and Excuses
All students must participate in physical education classes as scheduled with the following exceptions:

1. A one or two day exclusion may be granted with parental permission. Written permission is to be given to the nurse who will forward the information to the teacher. THESE EXCEPTIONS MUST BE MADE UP. Failure to do so could result in failure for the semester.
2. Exclusions of one week or more REQUIRE MEDICAL EXCUSES FROM PHYSICIANS. Such excuses should include limitations or activities for individual students. It is highly recommended these absences be made up. Failure to do so may result in exceeding the 80% attendance policy.

Make Up Procedure
Any time students are absent from a physical education class, they will be expected to make up the work. The responsibility for making up work rests primarily with the student. Teachers will inform students of the need for make up work at least once every two weeks or at the end of each unit. Failure on the part of the student to make up work missed could have an adverse affect on the student's progress.

“Game Day” Participation
Physical education class is part of the required curriculum for graduation in NY State. Therefore, students not participating in PE class (without a legal excuse) may not participate in a practice or contest that day.
English Regents Requirements

These requirements must be met before a student will be able to sit for the English Regents.

1. One ungraded pre-test essay in the portfolio.
2. Four passing expository essays in the portfolio that consist of the following:
   a. four paragraph length showing funnel introduction
   b. inverted funnel conclusion
   c. transitions between paragraphs
   d. fewer than 7 misspelled words
   e. fewer than 3 sentence structure errors
   f. fewer than 10 punctuation errors

   ALL ESSAYS ARE DUE ON THE ASSIGNED DATE. THEY RECEIVE 1 FULL LETTER GRADE DEDUCTION FOR EVERY DAY THEY ARE LATE. AFTER 5 DAYS LATE, THEY MAY BE SUBMITTED FOR A GRADE OF 60.

   ALL ESSAYS ARE TO BE COMPOSED OF INFORMATION FROM THE PLAYS AND NOVELS READ FOR CLASS SHOWING FAMILIARITY WITH THE WRITTEN WORK.

3. One passing, typed term paper in the portfolio.

   Note: Each student is expected to complete the term paper by the date assigned. Failure to do so will result in a failing grade or a zero that cannot be made up.

   The student can, however, sit for the Regents exam if the term paper is completed and considered acceptable (normally considered to be passing) three weeks prior to the administration of the NYS Regents exam.

   Under no circumstances will the late paper be computed in the student's grade point average.

REGENTS, FINAL and MID-TERM EXAMINATIONS

Regents, final and mid-term examinations are mandatory except for reasons beyond the student's control, such as an illness or emergency. Such extenuating circumstances will be determined by the administration. Otherwise, failure to take the final examination or Regents exam will result in a zero for the examination grade. If a Regents exam is missed, the student will be required to take the exam the next time it is offered.
<table>
<thead>
<tr>
<th>Course</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET 261 Introduction to CAD</td>
<td>DDP or Permission of the Instructor and must At least 16 years old</td>
</tr>
<tr>
<td>MAT 143 Pre-Calculus</td>
<td>65% or better on the Algebra 2/Trigonometry Regents Exam and teacher recommendation</td>
</tr>
<tr>
<td>MAT 161 Calculus I</td>
<td>successful completion of Pre-Calculus and Teacher recommendation</td>
</tr>
<tr>
<td>ENG 103 Freshman Composition I</td>
<td>an 85% or higher grade on the ELA Regents exam and a grade of 88 or higher in English 11</td>
</tr>
<tr>
<td>ENG 104 Freshman Composition II</td>
<td>successful completion of College English I with at least an 88% average</td>
</tr>
<tr>
<td>BUS 102 Math of Business and Finance</td>
<td>must be an 11th or 12th grader in good standing</td>
</tr>
<tr>
<td>AP Psychology</td>
<td>must be an 11th or 12th grader in good standing</td>
</tr>
<tr>
<td>AP United States History</td>
<td>a 94% or higher grade on the Global Studies Regents exam, and a 94% or higher class average in Global Studies</td>
</tr>
<tr>
<td>AP World History</td>
<td>grade of 94 on Global Studies 9 Final Exam and A final average of 94 in Global Studies 9</td>
</tr>
<tr>
<td>AP Government and Honors Economics</td>
<td>a 94% or higher grade on the American History Regents, a 94% or higher class average in American History</td>
</tr>
<tr>
<td>College Biology I</td>
<td>an 85% Regents grade in HS Biology &amp; Chemistry</td>
</tr>
<tr>
<td>College Biology II</td>
<td>Passing grade in College Biology I</td>
</tr>
<tr>
<td>Global Environment</td>
<td>must have passed Regents Biology and be enrolled in or completed Chemistry</td>
</tr>
<tr>
<td>College Physics I</td>
<td>3 years of HS math as well as 3 science credits</td>
</tr>
<tr>
<td>College Physics II</td>
<td>must have passed College Physics I</td>
</tr>
<tr>
<td>College Chemistry I</td>
<td>passed Liv. Env., Earth Science and enrolled or passed Trig.</td>
</tr>
<tr>
<td>College Chemistry II</td>
<td>passed College Chem I</td>
</tr>
<tr>
<td>College Algebra &amp; Trigonometry</td>
<td>successful completion of Algebra Regents, Geometry Regents and Algebra II/Trig Regents</td>
</tr>
<tr>
<td>Computer Solid Modeling</td>
<td>must be at least 16 years old</td>
</tr>
</tbody>
</table>
SAT Reasoning Test

The SAT Reasoning Test is a measure of the critical thinking skills needed for academic success in college. The SAT assesses how well individuals analyze and solve problems – skills learned in school and needed in college.

Each section of the SAT is scored on a scale of 200-800, with writing section containing two sub-scores.

SAT Question Types

Each edition of the SAT includes Critical Reading, Math, and Writing sections, each with specific numbers of questions related to content.

SAT Subject Tests

Subject Tests (formerly SAT II: Subject Tests) are designed to measure knowledge and skills in particular subject areas, as well as the ability to apply that knowledge.

Students take the Subject Tests to demonstrate to colleges mastery of specific subjects including English, history, mathematics, science and language. The tests are independent of any particular textbook or method of instruction. The content of the questions reflects current trends in high school curricula, but the types of questions change little from year to year.

Many colleges use the Subject Tests for admission, for course placement and to advise students about course selection. Used in combination with other background information (your high school record, scores from other tests like the SAT Reasoning Test, teacher recommendations, etc.), they provide a dependable measure of academic achievement and are a good predictor of future performance.

Some colleges specify the Subject Tests they require for admission or placement; others allow applicants to choose which tests to take.

Note: Information regarding SAT Reasoning Test and SAT Subject Tests was taken directly from CollegeBoard.com at www.collegeboard.com.
ACT (American College Testing Program)

Standardized achievement test that assesses high school students' general educational development and their ability to complete college-level work.

- The multiple-choice tests cover four skill areas: English, mathematics, reading and science.
- The Writing Test, which is optional, measures skill in planning and writing a short essay.

Note: Information regarding ACT exam was taken directly from the ACT Assessment Homepage; www.actstudent.org.

Test dates listed are on Saturdays. Onondaga is not a testing site; students must test elsewhere.

PSAT / NMSQT (Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test)

The PSAT/NMSQT is a test that measures verbal and mathematical reasoning abilities important in college work. Most students are juniors at the time they take the PSAT/NMSQT, but some take it as sophomores or seniors. The test is co-sponsored by the College Board and National Merit Scholarship Corporation (NMSC) and is developed and administered for them by the Educational Testing Service (ETS).

Information from the PSAT/NMSQT can be helpful to students and their counselors in planning a student's education beyond high school. PSAT/NMSQT scores can be used to estimate student's probable performance on the College Board's Scholastic Aptitude (SAT, which is required for admission to many colleges. Such an estimate is possible because the PSAT/NMSQT is a shortened version of the SAT and its score scale of 20 to 80 is equivalent to the 200 to 800 SAT scale. (A verbal score of 61 on the PSAT/NMSQT, for instance, is comparable to an SAT Verbal Score of 610.)

The PSAT/NMSQT is the qualifying test for students who wish to participate in the nationwide scholarship competitions conducted by National Merit Scholarship Corporation. Although students are permitted to take the PSAT/NMSQT for guidance purposes, more than one time, they may compete for scholarships offered by NMSC during their Junior year.
Important Dates for 2019-2020

- **PSAT** - Saturday, October 16, 2019 at OCS

- **Testing - SAT’s** - Register online: [www.collegeboard.com](http://www.collegeboard.com)

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
<th>Late Fee Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24, 2019</td>
<td>July 26, 2019</td>
<td>August 13, 2019</td>
</tr>
<tr>
<td>October 5, 2019</td>
<td>September 6, 2019</td>
<td>September 24, 2019</td>
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<td>November 2, 2019</td>
<td>October 3, 2019</td>
<td>October 22, 2019</td>
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<tr>
<td>December 7, 2019</td>
<td>November 8, 2019</td>
<td>November 26, 2019</td>
</tr>
<tr>
<td>March 14, 2020</td>
<td>February 14, 2020</td>
<td>March 3, 2020</td>
</tr>
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<td>May 2, 2020</td>
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<tr>
<td>June 6, 2020</td>
<td>May 8, 2020</td>
<td>May 27, 2020</td>
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*Subject test not offered on March 14, 2020

- **Testing - ACT’s** - Register online: [www.act.org](http://www.act.org)

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
<th>Late Fee Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 14, 2019</td>
<td>August 16, 2019</td>
<td>August 30, 2019</td>
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<tr>
<td>October 26, 2019</td>
<td>September 20, 2019</td>
<td>October 4, 2019</td>
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<tr>
<td>December 14, 2019</td>
<td>November 8, 2019</td>
<td>November 22, 2019</td>
</tr>
<tr>
<td>February 8, 2020</td>
<td>January 10, 2020</td>
<td>January 17, 2020</td>
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<tr>
<td>April 4, 2020</td>
<td>February 28, 2020</td>
<td>March 13, 2020</td>
</tr>
<tr>
<td>July 18, 2020*</td>
<td>June 19, 2020</td>
<td>June 26, 2020</td>
</tr>
</tbody>
</table>

*No test centers are scheduled in New York for the July test date.

- **2020 AP Exams**
  - AP United States Government & Politics – Monday, May 4 at 8:00 am
  - AP United States History – Friday, May 8 at 8:00 am
  - AP Psychology - Tuesday, May 12 at 12:00 pm
  - AP World History: Modern – Thursday, May 14 at 8:00 am

- January Regents schedule is Tuesday, January 21 – Friday, January 24.
- June Regents schedule is Tuesday, June 2 and Wednesday, June 17 - Friday, June 26.
STUDENTS' RIGHTS and RESPONSIBILITIES

A. Students Rights
Onondaga Central School District is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all Onondaga Central School District students have the right to:

1. a safe, healthy, orderly and civil learning environment.
2. take part in all Onondaga Central School District educational opportunities and activities on an equal basis regardless of age, race, religion, color, national origin, gender, sexual orientation or disability.
3. access to Onondaga Central School District's Code of Conduct and, when necessary, to receive an explanation of those rules from Onondaga Central School District personnel.
4. the opportunity to approach teachers and administrators with reasonable requests and questions concerning their education.
5. present their versions of relevant events connected to a penalty to Onondaga Central School District personnel authorized to impose disciplinary penalties.

B. Student Responsibilities
All students are accountable for their own behaviors on District property and at District functions and have the responsibility to:

1. contribute to maintaining a safe and orderly learning environment that is conducive to learning and to show respect to other persons and to property
2. grow in character and ability as their ages increase
3. be honest with themselves and others
4. accept responsibility for their actions
5. show respect for fellow students, teachers and all District staff
6. set positive examples so that others may enjoy and profit from their company
7. perform all assignments to the best of their abilities
8. consider their educations as preparation for the future
9. obey all school rules and regulations
10. respect public, private and school property
11. attend school regularly and punctually
12. strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators
13. take full advantage of educational opportunities available at school
14. develop opinions and values that will make them assets to the school community
15. learn and practice civic responsibility
16. complete all missed school work in case of an absence

C. Reporting Violations of the Code of Conduct
Any student observing another student possessing a weapon, alcohol or illegal substance on Onondaga Central School District property, or at an Onondaga Central School District function, shall report this information immediately to a teacher, an Onondaga Central School District administrator, a guidance counselor, the Superintendent or his or her designee.

D. Reporting of Suspected Theft
Any student that witnesses a theft or suspects a theft has taken place should report this information to the Vice Principal.

Lost and Found
Stray articles are kept in boxes in the Nurse’s Office and the Main Office. Many articles are turned in regularly. If an item is lost, the student should check the “collection”. Missing items should be reported to the Main Office.
**DISCIPLINARY GUIDELINES**

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

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

**Detention**

Detention is a consequence of misbehavior. Students must report to detention *on time on the day scheduled*. Any difficulties/changes must be cleared with the Principal or the Principal’s designee **PRIOR** to the scheduled detention. Students must arrive prepared to work for the full period. An atmosphere of an academic study hall will be maintained at all times.

**Saturday Detention**

Saturday detentions will be held on Saturdays from 8am -12noon. And will be assigned based on the offenses committed. Any difficulties/changes must be cleared with the Principal or the Principal’s designee **PRIOR** to the scheduled Saturday detention. Students must arrive prepared to work for the full period.

**Suspension**

Suspensions are the most severe penalty that can be assigned by the school administration and will be used for only the most severe offenses or for repeated violation of school policy. The administrator will contact parents before a student is suspended during the school day. Suspensions by building administrators cannot exceed five days. A suspended student may not be in or around school during the period of suspension, which is in effect until the next school day. Students are prohibited from participation in any school activities, including spectator attendance, while suspended. The Superintendent of Schools determines suspensions and exclusions longer than five days. Students who face exclusions will be offered a hearing concerning the reason for exclusion.

**Search and Seizure**

In order to insure the welfare of each student and to insure orderly operation of the school, the administrators of the school are authorized to search students under appropriate circumstances. In *People v. Scott D.*, the New York State Court of Appeals held that school authorities could conduct a search of a student's person when "sufficient cause" for such a search exists.

**Circumstances Upon Which a Search May be Conducted**

A student may be searched upon reasonable suspicion that the search will turn up evidence that the student has violated the law or the school rules. Wallets, purses, handbags, brief cases, pockets, lockers, cars, gym bags and other student effects are subject to the same rule. The search will be conducted in a manner reasonably related to the objective of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. A school administrator, in the presence of at least one other witness, shall conduct student searches.
BEHAVIORAL EXPECTATIONS

The Onondaga Central School Board of Education adopted the "Onondaga Central School District Code of Conduct" pursuant to, and in compliance with, the requirements of Project SAVE and 100.2(1) of the Regulation of the Commission of Education.

This section of the Onondaga Junior/Senior High School Student-Parent Handbook provides the essential elements of the "Onondaga Central School District Code of Conduct". It does not, however, include all of the detail. Parents, students, educators and others are welcomed and encouraged to review the Code of Conduct in its entirety. A copy will be provided at the district office or building office upon request.

Maintenance of School Property

Instructional materials, including textbooks, are furnished by the school district. Students are responsible for these items and must make restitution if they are lost, stolen or damaged. This also includes damage to school property entrusted to you, such as lockers and locks. Unsettled financial obligations may result in no report card, no diploma and no forwarding of school transcript.

Maintenance of Lockers

Lockers, desks and other such storage spaces remain the exclusive property of the school. Students have NO expectation of privacy with respect to these areas. Periodic inspections may be made by a teacher or an administrator. The guidelines below are to be followed:

1. Use only the locker assigned to you.
2. Keep lockers locked at all times.
3. Keep only essential books / outer garments in your locker.
4. PLAN AHEAD! Use lockers only during passing periods and before and after school.
5. DO NOT GIVE YOUR COMBINATION TO ANOTHER STUDENT.
6. Do not tamper with other lockers.
7. Only students with a signed pass are allowed to QUIETLY be at a locker during a class period.
8. DO NOT KEEP VALUABLES IN LOCKERS. These should be left in the Main Office.
9. THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR ITEMS LEFT IN LOCKERS.

Personal Property at School

Articles that are hazardous to the safety of others or interfere in some way with learning or school procedure are prohibited. Personal property of great value (expensive jewelry, large sums of money, family heirlooms, and so forth) should not be brought to school. The school cannot guarantee their protection from loss, theft or breakage. The school is not responsible for lost or stolen property.
Bring Your Own Device (BYOD)

The Board of Education supports student use of personal technology. In addition, the Board of Education seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience and expand their global learning opportunities. Additionally, the use of personal technology devices is universal in today's society and standards for student use during non-instructional time should adapt to this change. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's Code of Conduct, and the Dignity for All Students Act.

Personal technology includes all existing and emerging technology devices that can take photographs; record or play audio or video; input text; upload and download media; connect to or receive information from the internet; and transmit or receive messages, telephone calls or images. Examples of personal technology includes, but are not limited to: iPods and MP3 players; iPad, Nook, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones, as well as any device with similar capabilities. Unacceptable devices shall include, but are not limited to: gaming devices or consoles, laser pointers, modems or routers, and televisions.

The teachers will have the ability to allow student’s access to personal devices in their classrooms by notifying the students that the classroom is a Green Zone, this includes study halls. Teachers also have the right to deny personal devices in their classroom by declaring their room a Red Zone. In Green Zones teachers will monitor student usage to ensure that the devices are being used for educational purposes. The only Green Zone area that the students may use their personal devices for non-educational purposes is during the students lunch period in the cafeteria.

Instructional Uses

Instructional purposes include, but are not limited to: approved classroom activities, research, college admissions activities, career development, communication with experts, homework and other activities as deemed appropriate by school staff.

Personal technology use by students is permitted during the school day for educational purposes and/or in approved locations only. Teachers will indicate when and if classroom use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in such use.

Non-Instructional Uses

Appropriate use of personal technology during non-instructional time is also allowed if students follow the guidelines in the AUP and Code of Conduct. Non-instructional use includes texting, calling and otherwise communicating with others during free periods and in common areas of the school building such as the cafeteria, and buses. Other non-instructional uses may include such things as Internet searches, reading, listening to music, and watching videos. This use during non-instructional time must be conducted in a safe and unobtrusive manner. Devices must be in silent mode to avoid disrupting others.

Liability

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

The Board expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices and any other areas where a person would reasonably expect some degree of personal privacy.

Prohibition during State Assessments
All students are prohibited from bringing electronic devices into a classroom or other location where a New York State assessment is being administered. Test proctors, test monitors and school officials shall have the right to collect prohibited electronic devices prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.

Students with disabilities may use certain devices if the device is specified in that student's IEP or 504 plan or a student has provided medical documentation that they require the device during testing.

Permission

Students will not be permitted to use personal technology devices in school or at school functions until they have reviewed the acceptable use policy, the applicable sections of the Code of Conduct and associated technology guidelines, and signed the Student Use of Personal Technology (#7315F) Permission Form with their parents. The District reserves the right to restrict student use of District-owned technologies and personal technology on school property or at school-sponsored events, at the discretion of the administration.

Students must follow the guidelines for use set out in the District Code of Conduct and the Acceptable Use Policy at all times. Consequences for misuse will follow guidelines in the District's Code of Conduct. The District will develop regulations for the implementation of this policy that shall include, but are not limited to, instructional use, non-instructional use, liability, bullying and cyberbullying, and privacy issues.
Acceptable Computer/Network Use and Discipline Guidelines

Computers are available for student use in the library and under certain conditions in rooms 141 and 145. All students must have in their possession their student planner with acceptable use stamp and a properly completed computer pass, also found in their planner, for computer access. Students may use the computers in the Library except when being used by a class. Students are responsible for proper computer use.

As per Onondaga Central School District Board policy, computer and peripherals are to be used for educational/instructional purposes only, or to complete classroom assignments. The computer labs are to be used as an alternative classroom and, as such, all classroom rules apply. Each student who uses the OCS network has agreed to this policy by signing the Onondaga School District User Form. Also, the Parent/Guardian contract form is signed by each student’s parent or guardian to indicate agreement with this policy. Please note: Students who abuse their network privileges may have their network access right restricted. Students must have their planner with AUP stamp to be able to access computers. Permission is needed from supervising teacher or T.A. before downloading any files from the Internet. Transmission and viewing of any of the following material in violation of any U.S., state or local regulations are prohibited. This includes:

- Plagiarizing copyrighted materials.
- Threatening or obscene materials (if students accidentally access an inappropriate site, they should close the window immediately and bring that site to the attention of the supervision teacher or T.A.).
- Students should print only approved materials. The cost of inappropriate printed materials will be 25 cents per sheet. Abuse of printing services may involve additional disciplinary action.
- Electronic gaming of any kind, and student search/research of topics relating to illegal substances must be a part of classroom activity assigned by a teacher and have an instructional purpose.
- Materials protected by trade secrets and classified government information.

The following actions constitute policy violations:

- Deliberately going into off limit areas (e.g.: hard drive (C) Common Profile, Network Neighbor, etc.).
- Hacking into the OCS network or using OCS equipment to hack into another computer.
- Ordering merchandise or visiting an on-line auction.
- Using someone else’s account or allowing someone else to use your account.
- Using the computer or peripherals for activities not related to instructional/educational purposes.
- Downloading or loading software applications on the hard drive (C drive) or network drive (H drive).
- Downloading or copying items in violation of copyright from the Internet or from the network.
- Deliberately infecting the network with a virus.
- Theft of computer parts, destruction of computer or intentional misuse of equipment.
- Stealing software.
- Accessing or distributing pornography via the computer network.
- Accessing personal e-mail other than school e-mail account.
- Commercial and/or promotional activity on the District website without authorization of the Board of Education and/or the Superintendent.
ONONDAGA CENTRAL SCHOOL DISTRICT EMAIL ACCEPTABLE USE POLICY

Staff & Student Email Usage
School email is considered school property and is subject to review periodically. It is a privilege, not a given right, to receive a school email account and as such, must be treated appropriately. Students will receive their account during the mandatory training session.

Student Responsibility
Students are responsible for their behavior and communications over the email system. Its primary use is for transferring school work from home to school and vice versa to continue to work on class assignments, submitting assignments to teachers, fostering communication with your teachers, and collaboratively working with your classmates on school projects.

- Transfer work to and from school
- Submit work electronically to teacher
- To respect and value the rights of privacy of other users
- To recognize and respect the diversity of opinions in the educational community
- To use email for educational/instructional purposes/work related only
- To maintain private and secure the password assigned to each individual

Email Misconduct
The following uses are examples of uses that are not permitted:

- Sending or displaying offensive messages, pictures or videos
- Using obscene language
- Damaging computers, systems, or networks, by uploading or sending computer viruses
- Sharing your passwords-accounts
- Using others’ passwords-accounts
- Using school email for personal, or commercial purposes
- Cyber bullying including but not limited to the harassing, insulting or attacking others,
  Including racial or sexist comments and derogatory remarks
- Sending/receiving unauthorized copyrighted materials, trade secrets, proprietary
  Financial information, or similarly restricted use materials

Students and staff should have no expectation of privacy or confidentiality in contest of electronic communications. The school network computer’s system operator, or other school employee, may at any time review the subject content and appropriateness of electronic communication and report violations to the building administrator.

Consequences: If a student violates the Acceptable Computer/Network Use Policy or Email Acceptable Use Policy and Discipline Guidelines, the following will apply:

First Offense: Parent/guardian contact, referral resulting in loss of computer privileges for 2 weeks.
Second Offense: Parent/guardian contact, referral resulting in loss of computer privileges for 1 month.
Third Offense: Parent/guardian contact, referral resulting in loss of computer privileges for the remainder of the school year.
However, if a student violates the Acceptable Computer/Network Use Policy or Email Acceptable Use Policy and Discipline Guidelines in such a manner that causes any damage to the District’s network system, and/or results in cost in time or repair to the District, the following will apply:

**First Offense:** Parent/guardian contact, police contact, restitution by the student, referral resulting in 3-5 days alternative classroom and loss of computer privileges for 2 weeks.

**Second Offense:** Parent/guardian contact, police contact, restitution by the student, referral resulting in 5 days out-of-school suspension and loss of computer privileges for 1 month, possible Superintendent’s Hearing.

**Third Offense:** Parent/guardian contact, police contact, restitution by the student, loss of computer privileges for the remainder of the school year, Superintendent’s Hearing.

The Onondaga School District computer use and email forms have or will be mailed to each family. Additional copies are available in the Main Office.

**Conduct in Study Halls**

Study halls are for quiet work. All electronic devices are prohibited from study hall. Students are expected to be on time with an adequate amount of work for the duration of study halls. Locker/bathroom requests should be limited so as to ensure optimal work time. BYOD is at the discretion of the teacher.

Students may use study halls to see teachers, counselors and the nurse, and to use the computer lab or the Library Resource Center. **STUDENTS SHOULD HAVE A PRE-SIGNED PASS FROM THE APPROPRIATE STAFF MEMBER IN ORDER TO BE RELEASED FROM THE STUDY HALL. FAILURE TO SIGN OUT OF STUDY HALL WILL RESULT IN DISCIPLINARY ACTION.** Study hall supervisors may check on students to ensure timely arrivals at their destinations.

**Conduct in Corridors and Stairways**

The free passage of students and staff through the corridors and on the stairways is a priority consideration. Students are not allowed to sit on the floor. Loitering on landings and stairs is a safety hazard and is not permitted at any time. This includes during school hours, after school hours and at events and activities.

1. You must have a pass if you are in the halls after passing time.
2. Passes must be shown to any staff member who requests to see them.
3. Passes to lockers, bathroom, water fountains, etc. will be issued only in exceptional situations.
4. Noise should be kept to a minimum when using your lockers. Remember, classes are in session.
5. No one is allowed to be at lockers or in classroom wings during lunch.
6. Pre-signed passes are required when going for extra help, make up tests, etc., especially from study halls and lunch.
7. Please keep hallways free of litter and graffiti.
Conduct on Field Trips

Students disciplined for any of the following infractions will not be allowed to attend a field trip that requires an overnight stay:

1. insubordination
2. leaving school without permission
3. cutting class
4. truancy
5. drug or alcohol violation

The Principal will deny any student from attending an overnight field trip whose discipline record indicates the probability that he or she may cause a problem on the trip.

Advisors, head chaperones and/or building administrators may refuse to allow students disciplined for the listed infractions on one-day field trips.

1. insubordination
2. leaving school without permission
3. cutting class
4. truancy
5. drug or alcohol violation

The Principal may deny any student whose discipline record indicates the probability he or she may cause a problem on the trip from attending a day field trip. The Principal may deny any student who is failing one or more classes from attending a field trip.

Conduct during Assemblies

Periodically, scheduled assembly programs are held for the student body. Students are expected to demonstrate behavior that shows respect for the performers, participants of the program and the audience. Cell phone use is strictly prohibited.

Conduct at Dances

Dances at Onondaga are restricted to Onondaga Jr./Sr. High School students and their guests. Students who bring guests will be required to submit a completed guest information sheet by 2:30 p.m. on the day prior to the dance. Students must then pick up guest passes beginning at 12:30 p.m. on the day of the dance. Additionally, the guest must be accompanied by the Onondaga host to the dance and guests must present passes at the door. Guest’s behavior will be the responsibility of the host student.

1. Only students of the Jr./Sr. High School and registered guests may attend.
2. Only one guest per Onondaga student.
3. The guest must be a secondary level student and approved by the principal.
4. Onondaga students are responsible for their own actions and are subject to discipline if guests act inappropriately.
5. Once students enter the building, they must stay. Anyone who leaves will NOT be readmitted.
6. No students will be admitted after 9:00pm.
7. Everyone, except parents and chaperones, must pay the admission fee.
8. Students who give the impression that they have been drinking will not be admitted.
9. Students inappropriately dressed will not be admitted.
10. Possession of alcohol and/or drugs will result in disciplinary action in accordance with the Code of Conduct.
11. Students may be requested to take an alcohol sensor test to prove they have not been drinking. Failure to take the test will be treated as proof that the student consumed alcohol.
12. Students attending dances must act in accordance with the Jr./Sr. High School Code of Conduct.
13. Students who have been suspended from school in excess of a total of five days will not be able to attend dances.
14. Students in grades 7 and 8 will not be able to attend the Onondaga High School semi-formal dance.

**Conduct at the Prom**

1. Attendees must be members "in good standing" of the Junior or Senior class or must be the date of a member "in good standing" of the Junior or Senior class.
2. The date must be at least a sophomore "in good standing" and have a completed and principal approved guest registration sheet if not an Onondaga Student.
3. Before tickets are purchased for dates, a background check of the date will be made.
4. The OCS students are responsible for the behaviors of themselves and their dates.
5. If the date of an OCS student misbehaves, both the OCS student and the date will be instructed to leave.

**Senior Class Trip and Picnic**

Seniors will lose their class trip and/or picnic if there is a day of excessive senior absences. All plans for any type of senior trip or outing will be canceled if there is a day prior to the event where there is **less than 85%** attendance by seniors. This includes, but is not limited to, absences accompanied by parental permission. A school field trip will not be counted as an absence.
DISCIPLINARY INFRACTIONS AND PENALTIES
**ACT OF VIOLENCE:** To strike, hit, kick, punch, push, scratch, or otherwise physically assault another person; to damage or destroy the personal property of a student, teacher, administrator, other District employee, or any person lawfully on District property; to intentionally damage or destroy District property; or to commit any act that is included within the definition of a Violent Student, as defined in the Onondaga Central School District Code of Conduct. Acts of Violence may include, but are not limited to arson, assault, fighting, spitting, biting, and possession of an explosive or a weapon.

| First Offense | Parent/Guardian contact/conference, possible 3-5 days ISD, possible Saturday detentions, possible late night detention, 2-5 days out of school suspension, possible police contact, mandatory referral to student’s guidance counselor, possible alternative placement, possible Superintendent’s Hearing |
| Second Offense | Parent/Guardian contact/conference, 5 days out of school suspension, possible police contact, possible alternative placement, Superintendent’s Hearing |

**ARSON:** The Onondaga Central School District is entrusted with the health and welfare of all students in our schools. With this in mind, the intentional destruction or other damage by fire, explosion, or smoke to real property or personal property of the District, to personal property of District students or staff, or to personal property of third parties will be treated seriously and dealt with in accordance with the District disciplinary procedures. The Onondaga Central School District will prosecute any and all perpetrators to the fullest extent of the law.

| First and Subsequent Offenses | Parent/Guardian contact/conference, 2-5 days out of school suspension, possible Superintendent’s Hearing, Police involvement |

**ASSAULT:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.  

1 This does not rule out the possibility of discipline for off-campus conduct violations of this code when such conduct endangers the health or safety of pupils within the educational system or adversely affects the educative process. The District reserves the right to discipline in appropriate cases for such off-campus conduct.

| First and Subsequent Offenses | Parent-Guardian contact/conference, 5 days out of school suspension, possible police contact, mandatory referral to student guidance counselor, possible alternative placement. |
**BIAS HARASSMENT**: The act of threatening bodily harm or repeatedly tormenting another person based on the victim’s race, gender, sexual orientation, weight, ethnic origin, religion, cultural difference, disability or any other legally protected status. Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim’s path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial or religious differences, or based on disability.

<table>
<thead>
<tr>
<th>First Offense:</th>
<th>Parent/Guardian contact, referral resulting in possible 1-5 days ISD, possible Saturday detentions, possible late night detention, 2-5 days out of school suspension, possible police contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Offense:</td>
<td>Referral resulting in 5 days out of school suspension, student-parent/guardian conference with counselor and principal, possible alternative placement, possible police contact, possible Superintendent’s Hearing</td>
</tr>
</tbody>
</table>

**CHEATING & ACADEMIC MISCONDUCT**: Examples of cheating and academic misconduct include, but are not limited to, the act of giving or receiving (or conspiring to give or receive) answers to class assignments or tests in a dishonest, fraudulent way or from another source including online translations; copying and plagiarism; altering records; or assisting another student in any of the actions listed.

| First and Subsequent Offenses: | Teacher may deny credit or assign a zero. A zero may lead to failure of a course and possible failure to graduate. Teachers will notify parents in all instances and referrals may be filed in the office. Guidance may be notified. |

**CUTTING CLASS**: Missing ten minutes or more of a scheduled class without a teacher, nurse, main office and/or an administrative approved excuse constitutes a cut.

<table>
<thead>
<tr>
<th>First Offense:</th>
<th>Parent/Guardian contact, referral resulting in 1 detention or 1 day ISD for each period missed, possible Saturday detentions, possible late night detentions, maximum 5.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Offense:</td>
<td>Parent/Guardian contact, referral resulting in 1 late detention or 1 day ISD for each period missed, possible Saturday detentions, possible late night detention, maximum 9</td>
</tr>
<tr>
<td>Third Offense:</td>
<td>Parent/Guardian contact, referral resulting in possible 3 days ISD, possible Saturday detentions, possible late night detention, 3-5 days out of school suspension, possible PINS assessment</td>
</tr>
</tbody>
</table>
**DEFAMATION**: Includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, etc.).

First and
Subsequent
Offenses:
---
Parent contact, possible assigned early detention, assigned late detention, possible 1-5 days ISD, possible Saturday detentions, 2 days out of school suspension, possible police contact, Superintendent’s Hearing

**DESTRUCTION OF PROPERTY**: The destruction, defacing, or other impairment of District property or property belonging to other persons. The penalty will be dependent upon the type and amount of destruction, defacing or impairment.

First and
Subsequent
Offenses:
---
Parent/Guardian contact, possible assigned early detention assigned late detention, assigned possible 1-3 days ISD, possible Saturday detentions, 1-5 days out of school suspension, possible police contact/involvement, Superintendent’s Hearing

**DISBURSEMENT, DISSEMINATED AND/OR DISPLAYED MATERIAL**: The general distribution, dissemination, or display of printed, written, recorded, or other materials without the prior approval of an administrator. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on District property. No printed materials are to be posted on school property without the permission of an administrator.

First and
Subsequent
Offenses:
---
Parent contact, possible assigned early detention, detention, late detention, possible 1-5 days ISD, possible Saturday detentions, 2-5 day out of school suspension, possible police contact, Superintendent’s Hearing

**DISCRIMINATION**: Includes discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, sex or any other legally protected status as a basis for treating another in a negative manner on school property or at a school function.

First and
Subsequent
Offenses:
---
Parent contact, possible assigned early detention, assigned late detention, possible 1-5 days ISD, possible Saturday detentions, 2 days out of school suspension, possible police contact, Superintendent’s Hearing
DISORDERLY CONDUCT: Conduct that obstructs or disrupts a teaching, research, administrative, or disciplinary procedure or any other authorized District activity. Disorderly conduct includes, but is not limited to: running in the hallways; making unreasonable noises; using language or gestures that are profane, lewd, vulgar, or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging in any willful act that disrupts the normal operation of the school community. Repeated disorderly conduct will be defined as misconduct that results in the student being removed from the classroom by a teacher(s) on four or more occasions during a semester, or three or more occasions during a marking period.

First Offense: Parent/Guardian contact by teacher, referral resulting in possible 1 early, 1 late detention or 1 day of ISD, possible Saturday detentions, late night detention
Second Offense: Parent/Guardian contact, referral resulting in 1-5 ISD, possible Saturday Detentions, possible late night detention
Third Offense: Parent/Guardian contact, referral resulting in 3-5 ISD, possible Saturday Detentions, possible late night detention
Fourth Offense: Parent/Guardian contact, referral resulting 2-5 days out of school suspension

DISPLAYING SIGNS OF GANG AFFILIATION: Students are not to engage in gang-related behaviors.

First Offense: Parent contact, assigned possible early detention,
Subsequent: late-night detention, possible 1-5 days ISD, possible Saturday detentions,
Offenses: 2-5 days out of school suspension, possible police contact,
Superintendent’s Hearing

DISPLAYS OF AFFECTION: Students are not to demonstrate or engage in public displays of affection.

First Offense: Parent/Guardian contact, Verbal warning and referral
Second Offense: Parent/Guardian contact, referral resulting in 2 early detentions
Third Offense: Parent/Guardian contact, referral resulting in 1 late detention
Fourth Offense: Parent/Guardian contact, referral resulting in 1 ISD, possible Saturday detentions
DISRUPTIVE CONDUCT: Conduct by a student that is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom. Disruptive conduct includes, but is not limited to: the failure to comply with the lawful directions of teachers, school administrators, or other District employees; and speech or gesture which, by virtue of its content and/or circumstances, is likely to disrupt the conduct of classes or other District activities or to undermine the maintenance of discipline within the school setting. Disruptive conduct also includes being late for school or class, endangering the health and safety of others and committing other conduct that detracts from the delivery of the District’s educational program.

First Offense: Parent/Guardian contact by teacher, referral resulting in possible 1-2 early, 1-2 late detention or 1-2 days of ISD, possible Saturday detentions

Second Offense: Parent/Guardian contact by teacher, referral resulting in possible 2-5 early, 2-5 late detention or 2-5 days of ISD, possible Saturday detentions

Third Offense: Parent/Guardian contact, referral resulting in 3-5 days ISD, possible Saturday detentions

Fourth Offense: Parent/Guardian contact, referral resulting in 1-5 days out of school suspension

DRUG OR ALCOHOL VIOLATION: The possession (on the body, in locker, backpack, vehicle etc.), use, distribution, attempted sales or exchange of any tobacco products, an illegal drug or illegal substance (as defined in this Code), counterfeit and designer drugs or paraphernalia for use of such drugs, or the act of being under the influence (as defined in this code) or consuming drugs and/or alcohol without appropriate authorization. This includes, but is not limited to, substances controlled by law, marijuana, synthetic cannabinoids, medications, CBD or other drugs or substances which simulate or are assumed by the student to be any of the above. Insubordination while under investigation for a drug violation will also be considered a drug violation.

First Offense: Parent/Guardian contact, possible police contact, referral resulting in 5 days out of school suspension, mandatory referral to guidance counselor, possible Superintendent’s Hearing.
**DISTRICT DRESS CODE**: The intent of the dress code is to foster an environment that is sanitary, safe and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the work place and society. Students are encouraged to “Dress for Success.” It is important that students and their parents are mindful of the educational setting when selecting clothing for school. The District’s employees and students shall be appropriately groomed and dressed while on District property and at District functions. Teachers and all other District employees shall exemplify and reinforce acceptable student dress and behavior and help students develop an understanding of appropriate appearance in the school setting. Also, visitors are to be appropriately attired while on District property and at District functions. Each Building Principal shall inform all students and their parents/guardians of the student dress code at the beginning of the school year and any revisions to the dress code made during the year. The school cannot and does not dictate styles; however, school officials reserve the right to determine what acceptable and unacceptable attire is. The appropriateness of an individual’s dress will depend, to some degree, on the student’s age, circumstances and setting. However, the following general rules shall apply to all students, regardless of age or gender.

1. Dress, grooming, and appearance, including hair style/color, jewelry, make-up, and nails shall not endanger the health, safety and welfare of self or others, and shall not disrupt or interfere with the educational process.

2. Garments that expose the midriff, lower abdominal area, gluteal area or chest are not permitted, and students may not wear clothing through which these areas of the body are visible. Shorts or skirts, whether stocking or leggings are also worn, must be appropriate in length. Appropriate length is defined as mid-thigh. Garments with holes or rips above the appropriate level are prohibited.

3. At all times, underwear or undergarments shall be completely covered with outer clothing.

4. Footwear shall be worn at all times. (Footwear that is a safety hazard will not be allowed.)

5. All headwear, including but not limited to hoods, hats, bandanas, and all other inappropriate headwear, will not be worn within the school setting. With the exception of headwear worn for medical or religious purposes, these items are prohibited upon arrival to school or between 7:30 a.m. and 3:15 p.m.

6. Bandanas are not to be worn on any part of the body.

7. Items of apparel that are vulgar, obscene, libelous, or denigrate others on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, disability or any other legally protected status are prohibited.

8. No item of apparel may promote and/or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent activities.

9. No items that could be used as weapons are to be worn.

10. No coats are to be worn in school between the hours of 7:45 a.m. and 3:15 p.m., unless permission is given by an administrator.

11. All Physical Education clothes must comply with these Student Dress Code requirements.

Students will be asked to change, cover or remove inappropriate clothing if they are not in compliance with the District Dress Code.

- **First Offense**: Parent/guardian contact, Correction of violation.
- **Second Offense**: Parent/guardian contact, Correction of violation, 1 early detention
- **Third Offense**: Parent/guardian contact, Correction of violation, 1 late detention, or 1 day of ISD, possible Saturday detention
- **Fourth Offense**: Parent/guardian contact, Correction of violation, possible 1-3 days ISD, possible Saturday detentions
**ELECTRONIC DEVICE VIOLATION:** The use of, IPODs, MP3 players, or any other electronic device, including, but not limited to, PSP players, cell phones, electronic notebooks, electronic pads, ear buds, headphones, smart watches, etc., are prohibited during the school day hours from 7:25 a.m. to 3:15 p.m. (Wheeler School), and 9:00 a.m. to 3:06 p.m. (Rockwell) (except when under the supervision of an administrator). Cell phone or electronic device use during the activity period will be allowed if permission of the instructor is granted. **These items are the sole responsibility of the student and the school will not be responsible for the theft or loss of cell phones or electronic devices in any way.**

At the Jr./Sr. High School the use of IPODs, MP3 players, or any other electronic device, including, but not limited to, PSP players, cell phones, electronic notebooks, electronic pads, ear buds, headphones, smart watches, etc., between the hours of 7:45 am and 2:25 p.m. will be monitored by the staff in zones labeled as Red and Green. IPODs, MP3 players, or any other electronic device, including, but not limited to, PSP players, cell phones, electronic notebooks, electronic pads, ear buds, headphones, smart watches, etc., are not allowed to be used under any circumstances to be used and this policy will be strictly enforced in Red Zones.

This includes, but is not limited to, calls, text messaging, picture taking, videoing and game playing. Electronic devices are allowed in **Green Zones**, which include: the Cafeteria, (not at the lockers, hallways or on the stairways) and in certain classrooms depending upon teacher permission. All devices must be placed on silent at all times and ear buds must be removed when in the hallways and on the stairs. Classroom teachers are able to permit Red Zone or a Green Zone status for their classrooms. Usage in classrooms may be limited by the instructor to certain times and devices. **These items are the sole responsibility of the student and the school will not be responsible for theft or loss of cell phones or electronic devices in any way.**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Offense:</strong></td>
<td>Parent/Guardian contact, confiscation of the device with parent pick up, referral resulting in 1 day of ISD, possible Saturday detention, late-night detention</td>
</tr>
<tr>
<td><strong>Second Offense:</strong></td>
<td>Parent/Guardian contact, confiscation of the device with parent pick up, referral resulting in 3 days of ISD, possible Saturday detentions, late night-detention, One month loss of privileges</td>
</tr>
<tr>
<td><strong>Third Offense:</strong></td>
<td>Parent/Guardian contact, confiscation of the device with parent pick up, referral resulting in 5 days of ISD and loss of BYOD privileges for the remainder of the school year, possible Saturday detentions, late-night detention, One month loss of privileges</td>
</tr>
</tbody>
</table>
ENDANGERING THE SAFETY, MORALS, HEALTH OR WELFARE OF OTHERS: This includes lying, deceiving or giving false information to school personnel.

First and Parent contact, possible assigned early detention,
Subsequent assigned late detention, possible 1-5 days ISD, possible Saturday detentions
Offenses: 2-5 days out of school suspension

EXTORTION: Any intentional action which reasonably instills fear in another individual that the act of another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual.

First Offense: Parent/Guardian contact, referral resulting in possible late detention, possible 1-5 days ISD, possible Saturday detentions, 2-5 days out of school suspension, possible police contact
Second Offense: Parent/Guardian contact, referral resulting in 5 days out of school suspension, student/parent/guardian conference with counselor and Principal, possible police contact, possible Superintendent’s Hearing

FALSE ALARM: The intentional or grossly negligent activation of a fire alarm when no threat of fire exists; or the initiation, instigation, or communication to the District or any of its employees of any other claim of fire or threat thereof when none exists.

First and Parent/Guardian contact, referral resulting in 5 days out
Subsequent of school suspension, possible police involvement,
Offenses: Superintendent’s Hearing

FALSE REPORTING: Initiating or reporting warning of fire or other catastrophe without valid cause, misusing 911 or inappropriately discharging a fire extinguisher or tampering with other safety equipment.

First and Parent/Guardian contact, possible parent conference, possible
Subsequent 1-5 days ISD, possible Saturday detentions, late-night detention,
Offenses: 2-5 days out of school suspension, possible police contact, possible
Alternative placement, possible Superintendent's Hearing

FIGHTING: Combative physical contact or other violent encounters between two or more persons.

First and Parent/Guardian contact, possible 5 days out of school
Subsequent suspension, possible police contact, possible alternative
Offenses: placement, possible Superintendent's Hearing
FIREWORKS: The possession, distribution and/or use of fireworks, cherry bombs, Roman candles, etc. is prohibited. This includes possession on the body, in locker, backpack, vehicle, etc.

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<thead>
<tr>
<th>Offenses</th>
<th>Penalty</th>
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<tbody>
<tr>
<td>First and</td>
<td>5 days out-of-school suspension,</td>
</tr>
<tr>
<td>Subsequent</td>
<td>parent contact and police notification, possible</td>
</tr>
<tr>
<td>Offenses</td>
<td>Superintendent’s Hearing</td>
</tr>
</tbody>
</table>

FOOD AND BEVERAGES: Food and/or drinks are not allowed in classrooms or hallways without prior administrative approval during instructional time. Students are not to take opened juice cans, soda cans, and/or opened food packages from the cafeteria. Glass bottles are not permitted in school at any time for safety reasons. Water bottles are acceptable.

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Penalty</th>
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</thead>
<tbody>
<tr>
<td>First Offense:</td>
<td>Confiscation of the item with student pick up at the end of the day</td>
</tr>
<tr>
<td>Second Offense:</td>
<td>Confiscation of the item with parent pick up</td>
</tr>
</tbody>
</table>

FORGERY: The involvement in the imitation or fabrication of another’s signature or written work.

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First and</td>
<td>Teacher may deny credit or assign a zero. A zero may lead to a failure of a course and possible failure to graduate. Parents will be notified in all instances, referrals may be filed in the office. Guidance may be notified.</td>
</tr>
<tr>
<td>Subsequent</td>
<td></td>
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<tr>
<td>Offenses</td>
<td></td>
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</table>

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<tr>
<th>Forgery as it relates to hall and planner passes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense:</td>
<td>Referral resulting in 2 early detentions, pass restriction</td>
</tr>
<tr>
<td>Second Offense:</td>
<td>Parent/Guardian contact, referral resulting in 1 late detention, or 1 day of ISD, possible Saturday detentions, pass restriction</td>
</tr>
<tr>
<td>Third Offense:</td>
<td>Parent/Guardian contact, referral resulting in possible 3 days ISD, possible Saturday detentions, pass restriction</td>
</tr>
</tbody>
</table>

GAMBLING: The risking of something of value upon the outcome of a contest of chance or a future contingent event upon an agreement or understanding that one will receive something of value in the event of a certain outcome.

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense:</td>
<td>Parent/Guardian contact, confiscation of items with parent pick up, referral resulting in 1-2 late detention or 1-2 day of ISD, possible Saturday detentions</td>
</tr>
<tr>
<td>Second Offense:</td>
<td>Parent/Guardian contact, confiscation of items with parent pick up, referral resulting in 3-5 late detentions or 3-5 days of ISD, possible Saturday detentions</td>
</tr>
<tr>
<td>Third Offense:</td>
<td>Parent/Guardian contact, confiscation of items with parent pick up, referral resulting in possible 2-5 days out of school suspension</td>
</tr>
</tbody>
</table>

GENDER PRIVACY: Violating gender privacy when using school restroom facilities, locker rooms, team rooms or any other gender based facility.

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense:</td>
<td>Parent/Guardian contact by teacher, referral resulting possibly in 1 early, 1 late detention or 1 day of ISD, possible Saturday detentions</td>
</tr>
<tr>
<td>Second Offense:</td>
<td>Parent/Guardian contact, referral resulting in possible 1-2 late night detentions, 3-5 days of ISD, possible Saturday detentions</td>
</tr>
<tr>
<td>Third Offense:</td>
<td>Parent/Guardian contact, referral resulting in possible 1-3 days out of school suspension</td>
</tr>
</tbody>
</table>
**HARASSMENT/BULLYING:** In addition to the definition contained in this code, bullying/harassment may also consist of unwanted purposeful written, verbal, visual, non-verbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing conduct by an adult or student that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation, unreasonably interfere with the individuals school performance opportunities, benefits, participation, or mental, emotional or physical well-being; or that reasonably causes or would be reasonably expected to cause an individual to fear for his or her physical safety. Acts of bullying and harassment, though frequently carried out repeatedly, need not be; one act may be enough to constitute bullying and harassment.

“Cyberbullying,” is strictly prohibited. In addition to the definition contained in this Code, cyberbullying includes but is not limited to the following misuses of technology: harassing, teasing, humiliating, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool such as email messages, “sexting,” instant messages, text messages, digital pictures or images, video voyeurism or website postings (including social networks, blogs, micro blogs, etc.).

<table>
<thead>
<tr>
<th>Offense Level</th>
<th>Possible Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Offense:</strong></td>
<td>Parent/Guardian contact, referral resulting in possible 1-2 days late-night detention, 1-5 days ISD, possible Saturday detentions, possible 2-5 days out of school suspension, possible police contact</td>
</tr>
<tr>
<td><strong>Second Offense:</strong></td>
<td>Parent/Guardian contact, referral resulting in possible, 3-5 days ISD, 1-2 days late-night detention, possible Saturday detentions, possible 2-5 days out of school suspension, possible police contact</td>
</tr>
<tr>
<td><strong>Third Offense:</strong></td>
<td>Parent/Guardian contact, referral resulting in 5 days out of school suspension, student/parent/guardian conference with counselor and principal, possible alternative placement, possible police contact, possible Superintendent’s Hearing</td>
</tr>
</tbody>
</table>
HAZING: A form of harassment among students defined as any humiliating or dangerous activity expected of a student to join a group or be accepted by a formal or informal group, regardless of their willingness to participate. Hazing produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur. Hazing behaviors include, but are not limited to, the following general categories: a) humiliation: socially offensive, isolating or uncooperative behaviors. B) Substance abuse: abuse of tobacco, alcohol or illegal/legal drugs. C) Dangerous hazing: hurtful, aggressive, destructive and disruptive behaviors.

| First Offense | Parent/Guardian contact, referral resulting in possible, 1-5 days ISD, late-night detention, possible Saturday detentions, possible 2-5 days out of school suspension, possible police contact |
| Second Offense | Parent/Guardian contact, referral resulting in possible, 3-5 days ISD, late-night detentions, possible Saturday detentions, possible 2-5 days out of school suspension, possible police contact |
| Third Offense | Parent/Guardian contact, referral resulting in 5 days out of school suspension, student/parent/guardian conference with counselor and principal, possible alternative placement, possible police contact, possible Superintendent’s Hearing |

INSUBORDINATION: The refusal or failure to comply with any District rule, regulation, or policy (including those relating to attendance), or the failure to comply with a reasonable request from District personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is not limited to: District employees in charge of students or otherwise demonstrating disrespect toward such individual; lateness for, missing, or leaving school without permission; and skipping detention. Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of District property, and the failure to comply with the lawful directions of District employees or law enforcement officers acting in performance of their duties.

| First Offense | Parent/Guardian contact by teacher, referral resulting in possible 1 late detention or 1 day ISD, possible Saturday detention |
| Second Offense | Parent/Guardian contact, referral resulting in 2 late detentions or 2 days ISD, possible Saturday detentions |
| Third Offense | Parent/Guardian contact, referral resulting in possible 3-5 days ISD, 3-5 days Saturday detentions, 1-3 days out of school suspension |
| Fourth Offense | Parent/Guardian contact, possible Saturday detentions, referral resulting in possible 2-5 days out of school suspension |
**INTERNET USAGE:** Students are not permitted to violate the District’s Computer and Internet Acceptable Use policy. Please refer to Board of Education Policy #7314 on page 35 of this document.

Consequences: If a student violates the Acceptable Computer/Network Use Policy and Discipline Guidelines, the following will apply:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Offense:</strong></td>
<td>Parent/guardian contact, referral resulting in loss of computer privileges for 2 weeks</td>
</tr>
<tr>
<td><strong>Second Offense:</strong></td>
<td>Parent/guardian contact, referral resulting in loss of computer privileges for 1 month</td>
</tr>
<tr>
<td><strong>Third Offense:</strong></td>
<td>Parent/guardian contact, referral resulting in loss of computer privileges for the remainder of the school year</td>
</tr>
</tbody>
</table>

However, if a student violates the Acceptable computer/Network Use Policy and Discipline Guidelines in such a manner that causes any damage to the District’s network system, and/or results in cost in time or repair to the District, the following will apply:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Offense:</strong></td>
<td>Parent/guardian contact, police contact, restitution by the student, referral resulting in possible 1-2 late night detentions, 1-5 days ISD and loss of computer privileges for 2 weeks, possible Saturday detentions</td>
</tr>
<tr>
<td><strong>Second Offense:</strong></td>
<td>Parent/guardian contact, police contact, restitution by the student, referral resulting in possible 3-5 days ISD, possible Saturday detentions, 2-5 days out-of-school suspension and loss of computer privileges for 1 month, possible Superintendent’s Hearing</td>
</tr>
<tr>
<td><strong>Third Offense:</strong></td>
<td>Parent/guardian contact, police contact, restitution by the student, loss of computer privileges for the remainder of the school year, Superintendent’s Hearing</td>
</tr>
</tbody>
</table>

**LEAVING SCHOOL:** Having arrived at school, no student is to leave prior to dismissal without parent/guardian and administrative permission.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
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</thead>
<tbody>
<tr>
<td><strong>First Offense:</strong></td>
<td>Parent/Guardian contact, referral resulting in possible, 1-5 days ISD, 1-2 days late-night detentions, possible Saturday detentions, possible 2-5 days out of school suspension, possible police contact</td>
</tr>
<tr>
<td><strong>Second Offense:</strong></td>
<td>Parent/Guardian contact, referral resulting in possible, 3-5 days ISD, late-night detention, possible Saturday detentions, possible 2-5 days out of school suspension, possible police contact</td>
</tr>
<tr>
<td><strong>Third Offense:</strong></td>
<td>Parent/Guardian contact, referral resulting in 5 days out of school suspension, student/parent/guardian conference with counselor and principal, possible alternative placement, possible police contact, possible Superintendent's Hearing</td>
</tr>
</tbody>
</table>
**LOITERING**: Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic, or standing next to the building during and after school hours.

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<thead>
<tr>
<th>Offenses:</th>
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<tbody>
<tr>
<td>First and</td>
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<tr>
<td>Assigned early detention, assigned late detention, assigned</td>
</tr>
<tr>
<td>Subsequent</td>
</tr>
<tr>
<td>possible 1-5 days of ISD, possible Saturday detentions, 2-5 days</td>
</tr>
<tr>
<td>Out of school suspension, possible pass restriction</td>
</tr>
</tbody>
</table>

**OTHER MISCONDUCT**: The act of soliciting, commanding, aiding, or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act which is in violation of any federal or state law or any district rule or regulation, including the District’s School Safety Plans.

**Misconduct Off District Property**: Students, staff and visitors may be disciplined for misconduct that (1) threatens the health, safety or welfare of a student, teacher or other members of the staff within the educational system or (2) is likely to adversely affect the educational environment, or (3) creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property even though such misconduct is not committed on school property or at a school function.

<table>
<thead>
<tr>
<th>Offenses:</th>
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<tbody>
<tr>
<td>First and</td>
</tr>
<tr>
<td>Dependent upon the type of misconduct, the following</td>
</tr>
<tr>
<td>Subsequent</td>
</tr>
<tr>
<td>actions/responses will occur: parent contact, assigned early</td>
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<tr>
<td>Offenses:</td>
</tr>
<tr>
<td>detention(s), assigned late detention(s), assigned possible 1-5 days ISD, possible</td>
</tr>
<tr>
<td>Saturday detentions, 2-5 days of out-of-school suspension, possible police</td>
</tr>
<tr>
<td>involvement, Superintendent’s Hearing</td>
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</table>

**PARKING VIOLATIONS**: Parking in unauthorized areas. The District assumes no liability for vandalism/theft of the vehicle while on school property. In addition, student vehicles are subject to search and seizure with reasonable suspicion.

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<thead>
<tr>
<th>Offenses:</th>
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<tbody>
<tr>
<td>First Offense:</td>
</tr>
<tr>
<td>Parent/Guardian contact by teacher, referral resulting in 1 early detention</td>
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<tr>
<td>Second Offense:</td>
</tr>
<tr>
<td>Parent/Guardian contact by teacher, referral resulting in 1 late detention or 1 day ISD, possible Saturday detention, possible loss of driving privileges</td>
</tr>
<tr>
<td>Third Offense:</td>
</tr>
<tr>
<td>Parent/Guardian contact, referral resulting in possible 1-5 days ISD, possible Saturday detentions, loss of driving privileges</td>
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</table>

**PLAGIARISM**: The act of using or passing off the ideas or writings of another as one’s own.

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<thead>
<tr>
<th>Offenses:</th>
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<tbody>
<tr>
<td>First and</td>
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<tr>
<td>Parent/Guardian contact by teacher, referral for discipline</td>
</tr>
<tr>
<td>Subsequent</td>
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<tr>
<td>file, penalty to be determined by teacher in consultation with</td>
</tr>
<tr>
<td>Offenses:</td>
</tr>
<tr>
<td>building administrator and/or possible meeting with students and department heads to</td>
</tr>
<tr>
<td>review students’ needs academically</td>
</tr>
</tbody>
</table>
**POSSESSION OF AN EXPLOSIVE:** The use, actual or constructive possession, or the sale of an explosive.

First and Subsequent Offenses: 5 day out-of-school suspension, Parent contact and Police notification, Superintendent’s Hearing

**POSSESSION OF, DISPLAY OF, OR THREAT TO USE A WEAPON:** The use, actual or constructive possession, or the sale of a weapon or what appears to be a weapon. With the exception of those students who receive prior written permission from the Board of Education or its designee, no student may bring in or possess any “firearm” or “weapon” on school property, on a school bus or District vehicle, in school buildings or at school sponsored activities or settings under the control or supervision of the District regardless of location. Any student who has been found guilty of bringing in or possessing a firearm or weapon in violation of this policy will be disciplined in a manner consistent with the state and Federal law and the District’s Code of Conduct. Such discipline may include a mandatory suspension for a period of not less than one (1) calendar year for a student who is determined to have violated the Federal Gun-Free Schools Act and its implementing provisions in the New York State Education Law, provided that the Superintendent may modify the suspension requirement on a case-by-case basis.

Students who have brought a “weapon” or “firearm” to school will be referred by the Superintendent to either a presentment agency (the agency or authority responsible for presenting a juvenile delinquency proceeding) or to appropriate law enforcement officials. Such referrals will be made as follows: a student who is under the age of sixteen (16) and who is not fourteen (14) or fifteen (15) year-old who qualified for juvenile offender status under the Criminal Procedure Law will be referred to a presentment agency for juvenile delinquency proceedings; a student who is sixteen (16) years old or older, or who is fourteen (14) or fifteen (15) and qualified for juvenile offender status, will be referred to the appropriate law enforcement authorities.

First and Subsequent Offenses: 5 day out-of-school suspension, Parent contact and Police notification, Superintendent’s Hearing

**POSSESSION OF AN INCENDIARY DEVICE:** The use or possession of a lighter, match, or any device that has as its purpose to start a fire.

First Offense: Confiscation, Parent/Guardian contact and 1 early detention
Second Offense: Confiscation, Parent/Guardian contact and 1 late detention or 1 day ISD, possible Saturday detention
Third Offense: Confiscation, Parent/Guardian contact and possible 3 days ISD, possible Saturday detentions, 1-2 days out of school suspension
POSSESSION OF PORNOGRAPHY OR OBSCENE MATERIALS: Selling, using, possession or distributing of pornography or obscene material.

First Offense: Parent/Guardian contact, referral resulting in possible 1-5 days ISD, possible late-night detention, possible Saturday detentions, 2-5 days out of school suspension, possible police contact

Second Offense: Parent/Guardian contact, referral resulting in 5 day out of school suspension, student/parent/guardian conference with counselor and principal, possible alternative placement, possible police contact, possible Superintendent’s Hearing

RECKLESS ENDANGERMENT: The commission of any act that has the likely potential to cause bodily harm to another individual or oneself.

First Offense: Parent/Guardian contact, referral resulting in possible 1-5 days ISD, 1-2 late-night detention, possible Saturday detentions, 2-5 days of out-of-school suspension, possible Superintendent’s Hearing

Second Offense: Parent/Guardian contact, referral resulting in possible 2-5 days out-of-school suspension, possible Superintendent’s Hearing, possible police contact

RETAILIATION: When any member of the school community retaliates against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have retaliated even if the underlying complaint of harassment is not found to be a violation of this code of conduct. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

First Offense: Parent/Guardian contact, referral resulting in possible 1-5 days ISD, late-night detentions, possible Saturday detentions, 2-5 days of out-of-school suspension, possible Superintendent’s Hearing

Second Offense: Parent/Guardian contact, referral resulting in possible 2-5 days out-of-school suspension, possible Superintendent’s Hearing, possible police contact

SEXUAL ASSAULT: Sexual contact without the consent of the victim. This includes but is not limited to: sexual intercourse, deviate sexual intercourse and any touching of the sexual or other intimate parts of a person. It includes touching through clothing.

First and Subsequent Offenses: 5 day out-of-school suspension, Parent contact and Police notification, Superintendent’s Hearing
SEXUAL CONTACT: Sexual contact is strictly prohibited. This includes but is not limited to intentional touching of genitalia, groin, breast, inner thigh or buttocks of any person, whether or not the person being touched finds it objectionable.

First Offense: Parent/Guardian contact, referral resulting in possible 1-5 days ISD, possible Saturday detentions, possible late-night detention, 2-5 day out-of-school suspension, possible police contact, possible Superintendent’s Hearing

Second Offense: Referral resulting in 5 day out-of-school suspension, student-parent/guardian conference with counselor and Principal, possible alternative placement, possible police contact, possible Superintendent’s Hearing

SEXUAL HARASSMENT: Unwanted and inappropriate verbal, written or physical conduct of a sexual nature directed toward another person, including the act of threatening bodily harm or by repeatedly tormenting another person based on gender. Sexual harassment includes but is not limited to comments, jokes, name calling, innuendoes, offensive conversations, perpetuating unwelcome touching of another’s clothes, pinching, whistling or other noises, blocking a victim’s path, assault, indecent exposure or any other behavior that is intended to or has the reasonable effect of being offensive based on a person’s gender.

First Offense: Parent/Guardian contact, referral resulting in possible 1-5 days ISD, possible late-night detention, possible Saturday detentions, 2-5 day out-of-school suspension, student-parent/guardian conference with counselor and Principal, possible alternative placement, possible police contact, possible Superintendent’s Hearing

Second Offense: Referral resulting in 5 day out-of-school suspension, student-parent/guardian conference with counselor and Principal, possible alternative placement, possible police contact, possible Superintendent’s Hearing.

SOLICITING: The sale of goods or services is prohibited unless the sale is associated with a previously approved school sponsored fund raiser.

First Offense: Parent/Guardian contact and discipline referral
Second Offense: Parent/Guardian contact, discipline referral, two early detentions
Third Offense: Parent/Guardian contact, discipline referral, one late detention or 1 day ISD, possible Saturday detention
**STUDENT PLANNER VIOLATION:** Each Junior/Senior High School student is issued a Student Planner early in the school year. Transfer students will receive planners upon enrollment. This is an important book, and must be carried at all times. The failure to have possession of an appropriately completed and signed planner hall pass while in the halls during the school hours of 7:45 a.m. to 3:15 p.m. will result in penalties.

<table>
<thead>
<tr>
<th>First Offense:</th>
<th>Teacher warning, descriptive referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Offense:</td>
<td>One early detention</td>
</tr>
<tr>
<td>Third Offense:</td>
<td>Parent/Guardian contact, 2 early detentions, pass restriction</td>
</tr>
<tr>
<td>Fourth Offense:</td>
<td>Parent/Guardian contact, 1 late detention, 1 day of ISD, possible Saturday detention, pass restriction, hall restriction</td>
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</tbody>
</table>

**TARDINESS TO SCHOOL:** Students are expected to be punctual to school and classes. Students who are tardy to school must report immediately to the nurse. In all cases, a note signed by a parent/guardian explaining the reason for being tardy is needed.

<table>
<thead>
<tr>
<th>First Offense:</th>
<th>Teacher warning</th>
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<tbody>
<tr>
<td>Second Offense:</td>
<td>Parent/Guardian contact by the teacher, 1 teacher detention, referral submitted to office with date served</td>
</tr>
<tr>
<td>Third Offense:</td>
<td>Parent/Guardian contact by the teacher, 2 teacher detentions, referral submitted to office with dates served</td>
</tr>
<tr>
<td>Fourth Offense:</td>
<td>Parent/Guardian contact, referral resulting in 1 late detention or 1 day of ISD, possible Saturday detention</td>
</tr>
<tr>
<td>Fifth Offense:</td>
<td>Parent/Guardian contact, referral resulting in 2 late detentions or 2 days of ISD, possible Saturday detentions</td>
</tr>
<tr>
<td>Sixth Offense:</td>
<td>Parent/Guardian contact, referral resulting in possible 3-5 days ISD, possible Saturday detentions</td>
</tr>
</tbody>
</table>

*All offenses are per marking period.*
**TARDINESS TO CLASS:** Students are to be in the classroom, seated and prepared prior to the second passing bell. Students are tardy when they are not in the classes when the bell rings.

**First Offense:** Teacher warning

**Second Offense:** Parent/Guardian contact by the teacher, 1 teacher detention, referral submitted to office with date served

**Third Offense:** Parent/Guardian contact by the teacher, 2 teacher detentions, referral submitted to office with dates served

**Fourth Offense:** Parent/Guardian contact, referral resulting in 1 late detention or 1 day of ISD, possible Saturday detention

**Fifth Offense:** Parent/Guardian contact, referral resulting in 2 late detentions or 2 days of ISD, possible Saturday detentions

**Sixth Offense:** Parent/Guardian contact, referral resulting in possible 3-5 days ISD, possible Saturday detentions

*All offenses are per marking period.

**THEFT:** The unlawful use, taking possession of, or control over, property belonging to the District or another individual.

**First Offense:** Parent/Guardian contact, referral resulting in possible 1-5 days ISD, possible Saturday detentions, 2-5 days out-of-school suspension, late night detention, possible police contact, restitution, confiscation

**Second Offense:** Parent/Guardian contact, referral resulting in 5 day out-of-school suspension, possible police contact, restitution, confiscation

**Third Offense:** Parent/Guardian contact, referral resulting in 5 day out-of-school suspension, possible police contact, restitution, confiscation, Superintendent’s Hearing

**THREAT OF VIOLENCE AGAINST THE DISTRICT:** The act of threatening physical injury or death against students and/or staff of the District, including but not limited to bomb threats (the intentional false claim that an explosive device is located on District property or at a District function), a threat to bring weapons to school and/or commit a school shooting, or a threat to commit any other seriously violent act on District property. The Onondaga Central School District is entrusted with the health and welfare of all students in our schools. With this in mind, all threats of violence against the District are treated seriously and are dealt with in accordance with District disciplinary procedures. The Onondaga Central School District may therefore prosecute perpetrators to the fullest extent of the law. Potential consequences include but are not limited to long-term suspension, expulsion, and referral to law enforcement.

**First and Subsequent Offenses:** Parent/Guardian contact, 5 days out-of-school suspension, Police notification, Superintendent’s Hearing

**THREAT OF EXTREME VIOLENCE:** The act of threatening severe physical injury or death. This includes but is not limited to threats through verbal or written “hit lists.” Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the education environment.

**First and Subsequent Offenses:** Parent/Guardian contact, 5 days out-of-school suspension, Police notification, Superintendent’s Hearing
**TOBACCO VIOLATIONS:** The act of possessing, distributing, smoking, chewing, snorting, vaping/juuling or other use of tobacco products anywhere on school grounds. The use of tobacco products in any form is not allowed anywhere on school grounds. *Tobacco products: Any lighted or unlighted cigarette, cigar, cigarillo, pipe, clove cigarette, e-cigarette, any other smoking product, Juul device, Vaping device or any other simulated tobacco products that imitate or mimic tobacco products and spit tobacco (smokeless, dip, chew and/or snuff) in any form, as well as matches and lighters.

First Offense: Parent/Guardian contact, referral resulting in possible 5 days out-of-school suspension
Second Offense: Parent/Guardian contact, referral resulting in up to 5 day out-of-school suspension, referral to guidance counselor, possible Superintendent’s Hearing

**TRAFFIC VIOLATION:** The reckless operation of a motor vehicle on District property, including but not limited to operating vehicles at speeds in excess of ten (10) miles per hour; or the operation of snowmobiles, motorbikes, go-carts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel, or electric powered engines on District property. This policy is in effect 24 hours per day, seven days per week. The only motor vehicles allowed to be operated on District property are those automobiles, motorcycles, buses, and trucks that are (a) licensed by the Department of motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the District’s driveways, parking fields, or other portions of District property for the purpose of attending District activities or conducting business or performing services for the District.

First and Possible assigned early detention, assigned late detention,
Subsequent 1-5 days of ISD, possible Saturday detentions, 2-5 days of out
Offenses: school suspension, possible police involvement, possible Parent/Guardian contact, conference with student, referrals resulting in Superintendent’s Hearing, temporary or permanent Suspension of driving privileges

**TRESPASSING:** The entry upon or use of District property without proper authorization in situations where said property is restricted in entry or use. Trespassing includes being present without permission from the administration. All individuals are required to sign in at the Main Office and display a visitor’s pass.

First and Parent/Guardian contact, referral resulting in possible
Subsequent early detention, late detention, possible 1-5 days ISD, possible Saturday
Offenses: detentions, 2-5 days out of school suspension, possible police early detention, late detention, possible 1-5 days ISD, 2-5 days out of school suspension, possible police involvement, possible Superintendent’s Hearing
**TRUANCY**: The act of being illegally absent from school with or without the knowledge and consent of a parent/guardian, failing to attend school when expected to be in school, and failing to attend classes in consecutive periods.

**First Offense**: Parent/Guardian contact, referral resulting in 1 detention or 1 day ISD for each period missed, possible late-night detention, possible Saturday detention, maximum 5.

**Second Offense**: Parent/Guardian contact, referral resulting in 1 late detention or 1 day ISD for each period missed, possible Saturday detention, maximum 9.

**Third Offense**: Parent/Guardian contact, referral resulting in possible 3 days ISD, possible Saturday detentions, 3-5 days out of school suspension, possible PINS assessment, possible CPS referral.

**VANDALISM**: The willful destruction of the real or personal property of the District or another individual.

**First Offense**: Parent/Guardian contact, possible police contact, restitution by the student, referral resulting in possible 1-5 days ISD, possible late-night detention, possible Saturday detentions, 2-5 days out-of-school suspension.

**Second Offense**: Parent/Guardian contact, police contact, restitution by the student, possible Superintendent’s Hearing, referral resulting in 2-5 days out-of-school suspension.

**Third Offense**: Parent/Guardian contact, police contact, restitution by the student, Superintendent’s Hearing, referral resulting in 5 days out-of-school suspension.

**VIOLATION OF CIVIL RIGHTS**: Conduct that has the effect of depriving another of a civil right.

**First and Subsequent Offenses**: Referral resulting in 5 day out of school suspension, parent/guardian conference with Counselor and Principal, possible alternative placement, possible Police contact, possible Superintendent’s Hearing.
EXTRA CURRICULAR AND SCHOLASTIC ELIGIBILITY POLICY

Philosophy
The faculty, administration, students and community of the Onondaga Central School District are committed to providing every one of our students with the finest academic opportunities possible. Academic achievement is our primary goal as an institution and should be the primary goal of all students. It cannot be forgotten, however, that participation in interscholastic and extracurricular activities is also an integral part of becoming a well-rounded young adult. To that end, academics and activities work hand-in-hand as each of our students strives for excellence in his/her own personal way. Students who choose to be involved in school-sponsored athletic and extracurricular activities undertake a responsibility to the school, to themselves, and to the other members of the team or club. Each student is provided with the opportunity to participate in extracurricular activities with the understanding that this opportunity can be denied. As a member of a team or club, students represent themselves, their families, their club or team and the school, as a whole. Therefore, it is in the best interest of the student and of the school to hold such students to a set of standards that best represents our school district and community.

Criteria
A. Attendance

Attendance and tardiness consequences shall be enforced according to the current Onondaga Central School Board of Education attendance policy.

B. Academic

1. All courses in a student’s schedule are considered for academic eligibility and will be included in the Academic Improvement Plan (AIP). The most current grade or the final grade in any course will count for eligibility.

2. A student failing two classes will receive a warning period effective for six weeks. After the six week warning period, if a student is still failing two classes, the student is ineligible for full participation in any extracurricular and/or athletic activity.

3. The academic probation or loss of eligibility may overlap sports/participation seasons. It will be in effect for the first marking period in the fall -- if the failures occurred at the end of the previous school year. Passing the course(s) during the summer can reinstate eligibility for the fall. In the event that the courses a student has failed are NOT offered in summer school, the student will begin the following school year with a three-week "warning period."

C. Fighting, acts of violence, vandalism, verbal abuse, and criminal or illegal behavior will result in ineligibility.

D. Alcohol, tobacco, and drug issues are covered in Onondaga Central School District Board of Education policy under the Athletic Code of Conduct and will be enforced.

Process
A. Procedure

1. Based on six week report cards, a list of students failing two or more classes will be distributed to coaches, advisors, counselors, and instructional staff.

2. Parents of students who are failing two or more courses will receive a letter informing them that a three week warning period is in effect.

3. At the beginning of the warning period, an Academic Improvement Plan will be developed. The student’s school counselor will schedule and facilitate a meeting with the student. Any other interested party such as parent/guardian, the teachers of failed courses, coaches and advisors are welcomed to set up a meeting.

Academic Improvement Plans may consist of weekly progress reports for all classes, extra help schedules, academic intervention/tutoring, etc. Parental involvement and support will be required on each plan. Communication with advisors and coaches will be required.

4. The student’s Academic Improvement Plan will be monitored through the use of weekly progress reports to parents, advisors, and coaches and meeting with their perspective high school guidance counselors.
5. Warning Periods shall be three weeks and will commence from the date reports cards are printed.  
   a. If the student meets the requirement at the next three or six week report, the warning period is ended.  
   b. The Academic Improvement Plan (AIP) will stay in place until the student meets the AIP requirements.  

6. Ineligibility  
   a. If at the end of a probation period, a student is still failing two course(s), the student will be ineligible until performance improves to meet criteria.  
   b. Ineligible students will not participate in performances or games; however, they should report to rehearsals or practices once they have fulfilled any extra help activities.  

B. Due Process  
Appeals and procedures concerning all decision shall be made to the building level principal and the student's guidance counselor. The decision will be final.  

Roles and Responsibilities  
1. Students  
   a) Strive to achieve academically  
   b) Abide by School District Code of Conduct  
   c) Complete Academic Improvement Plan  
   d) Fulfill any other probation requirements  
   e) Communicate as needed  

2. Parents  
   a) Monitor student's academics, attendance, and behavior  
   b) Participate in the development and encouragement of student's completion of the Academic Improvement Plan  
   c) Monitor a student who has been warned about academic achievement  
   d) Communicate with all parties  
   e) Contribute to the Academic Improvement Plan  

3. Club Advisors/Coaches/Activity Supervisor  
   a) Monitor list of students with academic or character difficulties  
   b) Monitor list of all students  
   c) Respond and Report Code of Conduct, Attendance or other infractions  
   d) Monitor students with Academic Improvement Plans  
   e) Apply consequences  
   f) Give list of student participants to administrators  
   g) Maintain communication with students, teachers, counselors, administrators, parents  

4. Teachers  
   a) Contribute to development and implementation of Academic Improvement Plans  
   b) Update guidance counselors on student progress in a timely fashion  
   c) Communicates with all  

5. Counselors  
   a) Generate with administration list of students with info on academic achievement  
   b) Issue list of students to advisors, coaches, and administration.  
   c) Counsel students with academic difficulties  
   d) Help student to devise Academic Improvement Plan  
   e) Determine Academic Improvement Plan outcomes  
   f) Maintain Academic Improvement Plans on file  
   g) Ensure development, monitoring and adjustment  
   h) Communicate with students, parents, administrators, teachers, club advisors/coaches.  

6. Administrators  
   a) Ensure the implementation and response to the eligibility policy  
   b) Maintain master list of all clubs and sports  
   c) Communicates with all parties  
   d) Decide in Appeals Process
Code of Conduct and Eligibility

The extra-curricular activity program at Onondaga provides opportunities for participation in a wide range of activities. We hope you will be proud to represent your school and will work hard to keep its honor un tarnished. As a participant in an extra-curricular activity, you represent the school in a special way. Therefore, you must maintain a high standard of conduct, both in and out of school, as a host or as a guest of another school and in all your activities in the community.

As a member of a school organization you are expected to:

 Attend all classes on days of a scheduled activity and on days immediately before and after an extra-curricular activity.
 Accept full responsibility for taking care of any equipment issued to you.
 Report any injury occurring during an activity to advisor immediately.
 Utilize school transportation for all events unless express permission is given by advisor.
 Attend all meetings, practices, etc. as called by advisor, notifying your advisor well in advance if you are unable to do so.
 Abide by all school rules and regulations as stipulated in the Student-Parent Handbook.
 Show respect to all staff members.

Attendance and Participation

Any student absent from school illegally or on out-of-school suspension, may NOT PRACTICE OR TAKE PART IN A PUBLIC EVENT ON THAT DAY. If a student arrives at school and is late due to sickness or excused reasons, the Building Principal or Athletic Director will make the decision whether a student may practice or take part in a public event that day.

In any and all instances, the Building Principal, in cooperation with the activity sponsor, will have the final authority to determine the eligibility status of a student.

Special Events

Events must be approved by the administration. Traditional activities are scheduled in the spring preceding the new school year. Other events are added to the calendar throughout the school year as they are approved.

Every school event has school staff members in charge. In addition, uniformed police officers may be present at school dances and athletic contests. Students who leave a dance, athletic contest, or special school event should not expect to re-enter.

Rules at social events are the same as during school hours. The use of abusive language or gestures is forbidden. Students are expected to adhere to reasonable requests of teachers, administrators and chaperones.

Events will end at the scheduled times. Students should pre-arrange transportation from school events since the building will be closed at the end of the activity.

Fund Raising Activities

All school fund raising activities must be approved by building administration and placed on the school fund raising calendar maintained in the vice principal’s office. Fund raising campaigns are not to be in competition with local merchants and are to be scheduled so as to minimize competition between the various classes and clubs. Faculty advisors and class and club officers may not enter into any agreements with salespeople or vendors prior to approval. Food sales cannot be scheduled at a time of day so as to be in competition with the school lunch program. Only approved activities may be sponsored by a given organization.

The sale of merchandise or solicitation of pledges/donations for fund raising purposes by non-school organizations on school grounds is not permitted without administrative approval.
ELECTION POLICIES

Onondaga Jr/Sr High School Election Policies

The Student Council Election Committee is responsible for planning and facilitating the elections of the Student Council President, Student Council Representatives, and Class Officers (president, vice-president, secretary, treasurer).

NOTE: Elections are held in the spring of each school year for freshmen, sophomores, and juniors to select a new set of class officers for the following school year. Just because a person is elected as officer one year does not guarantee he/she would be elected to serve as officer another year.

They are also responsible for the elections of Student Council Representatives and Class Officers for the incoming freshmen class.

**POLICY CONCERNING NUMBER OF OFFICERS TO BE HELD BY ONE STUDENT**

A. A student may hold only one major position per school year. Exceptions to this policy should be considered and approved by the Student Activities Coordinator.

B. A major position shall be defined as any office of any Onondaga student club or organization:
   1. The Presidency of any club or organization
   2. The Vice-Presidency of any club or organization
   3. The Treasurer of any club or organization
   4. The Secretary of any club or organization

**POLICY CONCERNING ELIGIBILITY FOR AN OFFICE**

A. You must have passed all subjects the previous semester.

B. You must have a minimum of an 85 grade point average for the nine weeks grading preceding the election. Also, you must maintain a minimum of an 85 grade point average each nine weeks while in office.

C. You must not be on probation in the designated class or activity.

D. In order to run for student council president, a student must have been a member of student council for one year prior to the year running for said office. This requirement will also be applied to the appointed student council officers.

E. In case of a timeline overlap in the process to elect student council president, student council representatives and class officers, candidates interested in running for more than one office (i.e.-student council president and class officer or student council president and representative) must file intent-to-run forms, fulfill all requirements and meet all deadlines for each office sought.
POLICY CONCERNING CAMPAIGNS, SPEECHES AND SIGNS

All candidates are required to follow the election policy concerning campaigns, speeches and signs. Failure to do so will result in disqualification from the election. Be sure to note policies regarding voting, ties, results and office vacancies, as well.

A. CAMPAIGNS
   It is the responsibility of each candidate to conduct his or her campaign in good taste. Candidates may choose to develop appropriate themes or slogans. Total campaign expenditures are limited to $10 per candidate.

B. SPEECHES
   1. Speeches are required of candidates running for Student Council President and Class Office.
   2. All Speech preparation requirements and deadlines must be met. Failure to comply results in disqualification from the election process.

C. SIGNS
   1. Signs must be attractive and in good taste and may not put down any other candidate. Each sign must include:
      - Full name of candidate
      - Date of election
      - Name of office
      - Grade level of office
   2. Candidates may post up to 10 campaign signs. This includes small or large poster board signs 8 ½ X 11 paper signs, computer banners and t-shirts.
   3. Use of school paper and copy equipment is prohibited. This includes the use of large bulletin board paper.
   4. The use of campaign stickers is prohibited.
   5. Candidates must provide their own tape (use ONLY SCOTCH TAPE or PAINTERS TAPE)
   6. Candidates must remove all signs and tape, leaving surfaces clear, prior to leaving the building on the day of the election.
   7. Approved posting areas for election campaign signs include (refer to Posting Guidelines in the Activities Office):
      a. Above hallway drinking fountains (8 ½ x 11 size only)
      b. On large open tile wall spaces
      c. On general hallway bulletin board

POLICY CONCERNING VOTING, TIES, RESULTS & CLASS OFFICE VACANCIES

A. VOTING
   1. In order to be elected as Student Council President or Class Officer, the winning candidate must obtain a majority (over 50%) of the total vote. If no candidate receives a majority vote, a run-off will be held between the top two candidates.
   2. In order to assure a fair election process, the Student Council Election Committee will maintain a neutral voting site. Therefore, no campaigning may be conducted.
B. TIES
   1. In case of a tie vote for the office of Student Council President, a tiebreaker election will be held.
   2. In case of a tie for the position of Student Council Representation, the tie will stand.
   3. In case of a tie vote for any Class Office (i.e. – President, Vice-President, Secretary, Treasurer), the Class Advisor will make the decision as to whether the tie will stand or be broken by a tiebreaker election.

C. RESULTS
   1. Election results will be tabulated by the Student Council advisor or his/her faculty designee.
   2. Vote tallies will not be released to anyone.

D. CLASS OFFICE VACANCIES
   In the case that no one runs for a particular Class Office position (i.e. – President, Secretary, Treasurer). The decisions about how to best fill the vacancy and the method for the selection process will be the responsibility of the Class Advisor.

The Role of a STUDENT COUNCIL REPRESENTATIVE
   • up to six are elected per class
   • must attend all student council meetings as a class representative
   • communicate and act as a liaison between Student Council and class activities/events, sharing information with class advisors and class officers
   • chair at least one Student Council event during the school year
   • communicate with class peers to determine student needs and topics of interest in the school

All CLASS OFFICERS SHOULD...
   • display a high degree of leadership and moral character at all times
   • hold class officer meetings with advisors at least twice per month
   • openly communicate with their advisors about ideas, proposals, events, meetings, etc.
   • participate regularly in class-scheduled events, meetings, etc. held during the year, some of which will be held after school hours (afternoon and evening times as determined by the four officers and class advisors; this will vary year to year based on activities in which the class participates)
   • collaborate with other class officers and student council officers each year to help bridge the communication among the classes
ATHLETICS

INTERSCHOLASTIC and MODIFIED SPORTS

OCS provides students the competitive sports listed below. Generally, students in Grades 9-12 compete at the Varsity and Junior Varsity levels, while Grades 7-8 compete at the Modified levels. Under specific conditions, there may be exceptions such as junior high students competing at the Varsity or J.V. level and ninth graders at the Modified level.

Boys’ Sports

Fall Sports
Football
Cross Country
Cheerleading
Soccer
Golf (at Tully)

Winter Sports
Basketball
Wrestling
Indoor Track & Field
Hockey (at Syracuse City)

Spring Sports
Baseball
Track & Field
Tennis
Lacrosse (at Lafayette)

Girls’ Sports

Soccer
Cross Country
Cheerleading

Basketball
Volleyball
Indoor Track & Field
Cheerleading

Softball
Track & Field
Tennis
Lacrosse (at Lafayette)

XVI. EXTRA-CURRICULAR CODE OF CONDUCT

Extra-curricular activities are an integral part of school life. Participating in extra-curricular activities and athletics is a privilege, not a right. The student must earn this privilege through dedication, desire, and discipline. Without the pursuit of these traits, the student cannot do justice to him/herself or the school. The student must discipline him/herself to be a good citizen and student in order to achieve excellence. The Onondaga Central School District believes that the tradition of excellence is established and maintained upon these principles. In order for a determined course of action in the pursuit of student achievement and the character training of young persons, the following “Policies” must be understood and agreed to among school personnel, the student, and the parent/guardian.

A. HEALTH PRACTICES & RULES

Due to the harmful effect upon the health of the individual, at any time, all students and/or athletes who participate in co-curricular and interscholastic activities shall follow the following rules:

1. Students will not use tobacco products, including smokeless tobacco or chewing tobacco.
2. Students will not illegally use, possess, consume, buy, sell, give away, or be under the influence of alcohol, marijuana, synthetic marijuana, steroids, other controlled/illegal substances, physically or mentally altering substances, illegal stimulants, depressants, prescription or non-prescription drugs or any substance represented as such (a look-alike).
3. A student may use a medication prescribed by a Physician in accordance with school procedures and the medication prescription.
B. REPORTING VIOLATIONS

1. Reports of alleged violations coming from the individuals listed below, having personally witnessed the alleged violation, must be investigated by a district administrator, Athletic Director or designee.

   a. Any current district employee
   b. Any adult acting as a chaperone or assisting with a school activity at the request of the district.
   c. Any law enforcement officer or agency
   d. A parent or legal guardian of the student involved

2. Pictures from social media or otherwise do not solely constitute a violation. An investigation will be conducted to ascertain if there is any supporting evidence.

3. Reports of alleged violations from persons other than the above may be investigated if cause to do so is warranted, by a district administrator, Athletic Director or designee.

4. Alleged violations shall be reported to the Athletic Director or Principal who will in turn report the violation to the co-curricular activity advisor and the Extra-curricular Committee for review of eligibility (within 5 student school days of the reported violation). The Extra-curricular Committee shall consist of the Athletic Director (no vote), two advisors/coaches, and two teachers (a special education teacher will be required for CSE students,) selected annually by the Athletic Director. An ADAPEP Counselor will also be included. In the event the student’s advisor/coach is a member of the committee, the Athletic Director will designate an alternate advisor/coach to serve for that particular review. The Athletic Director or his/her designee will conduct an investigation to determine the facts of the case.

C. PROCESS

1. Notification of Process
   a. The Athletic Director, Principal or Designee will notify the student(s) of the alleged violation(s) of any rule under this policy.
   b. The parents or guardians will be notified of the allegation and the procedures that will be followed.
   c. The Principal/Athletic Director or his/her designee will conduct a fact-finding investigation involving the questioning of students alleged to be in violation, interview witnesses and take other necessary steps. The principal/athletic director or his/her designee will present the findings of the investigation to the Extra-curricular Committee. If deemed warranted, the Extra-curricular Committee will conduct a hearing at which time the Athletic Director or his/her designee will present the findings of the investigation. The student alleged to have violated the code will have an opportunity to discuss the findings with the Extra-curricular committee.
   d. The Extra-curricular Committee will render a recommendation to the building administrator who will make the final decision.
   e. The Athletic Director or designee will notify the student charged and the parents/guardians.

2. The Appeal Process

   The student(s) or parent(s) may appeal the decision with the Superintendent. Written notification of the appeal must be submitted within 3 student school days of the building administrator’s decision. The Superintendent’s decision may be appealed to the Board of Education. Written notification of the appeal must be submitted within 3 student school days of the Superintendent’s decision. The Board of Education’s Decision may be appealed to the Commissioner of Education.
D. VIOLATIONS

1. 1st Offense

The student or athlete will be suspended for 35% of the regular season scheduled contests/events.

- If the student admits to the violation of the code before an investigation is started, the suspension will be 25% of the regular season scheduled contests.
- If the student is enrolled in a counseling program, for a length of time determined by the ADAPEP Counselor, the suspension will be reduced by 10% of the regular season scheduled contests.

The student/athlete may participate in practices at the discretion of the advisor/coach. If this is the end of the season/activity, then the suspension will carry over to the next season (based on remaining percentage of the penalty), sport or extra-curricular activity in which the athlete/student is involved. Substance abuse educational sessions will take precedence over practice and games or other extra-curricular activities.

2. 2nd Offense

The student will be suspended for one calendar year. The student will be required to complete a substance abuse counseling program before they are eligible.

The student/athlete may participate in practices at the discretion of the advisor/coach. If this is the end of the season/activity, then the suspension will carry over to the next season (based on remaining percentage of the penalty), sport or extra-curricular activity in which the athlete/student is involved. Substance abuse educational sessions will take precedence over practice and games or other extra-curricular activities.

3. 3rd Offense

The student is ineligible to participate in extra-curricular activities at the Onondaga Central School District for the remainder of their high school career.

Due to the fact that Drama has a low number of events, different students participate at different times and other unique aspects. The extra-curricular committee along with the Building Administrator and Activity Advisor will determine the penalty for Drama students at the time of the infraction.
E. PROBATIONARY PERIOD

After the 1st and 2nd infractions, students will be placed on an 18-month probationary period. At the end of the probationary period, the violations are expunged from the student’s athletic record. However, if the student commits a third offense while on probation, he/she will be ineligible for the remainder of their high school career. (See 3rd Offense above.)

This policy will be reviewed on a yearly basis by school administration.

The Extra-curricular committee will be responsible for reviewing all disputes associated with the Extracurricular Code of Conduct. After review of the dispute the committee will make a recommendation to the Building Administrator.

A student is under the auspices and regulations of the Extra-curricular Code of Conduct 24 hours a day, 365 days a year. Violations that occur when you are not participating continue on to the next year. For example: if a student violates the policy during summer or when they are not participating, the penalty will be served during the following season.
XVII. ATHLETIC SPECTATOR GUIDELINES

A. ATHLETIC SPECTATOR CONDUCT

All spectators will adhere to the Spectator Code of Ethics/Behavior. They will be polite and courteous at all times. For example, there will be no fighting, pushing, shoving, inappropriate or dangerous behaviors. Athletic facilities will be respected and spectators will not be allowed to throw objects or to litter the facility. Students in grades Pre K-6 must be accompanied by a parent/guardian or designated adult.

In accordance with Section III regulation, noisemakers of any type are not allowed. This includes but is not limited to, thunder sticks, penny-filled containers, air horns, etc.

The Onondaga Central School District expects all spectators and participants to behave respectfully and conduct themselves in a positive manner. The use of profanity, abusive language, taunting of athletes, coaches, officials, spectators, or event staff will not be tolerated.

The Dress Code will be enforced. Spectators will comply with the Code of Conduct.

Pets are not allowed on school grounds.

B. CODE OF ETHICS

The staff assigned to the interscholastic athletic program of our school subscribes to the following Code of Ethics as recommended by the N.Y.S.P.H.S.A.A.:

- To emphasize the proper ideals of sportsmanship, ethical conduct and fair play
- To eliminate all possibilities which tend to destroy the best values of the game
- To stress the values derived from playing the game fairly
- To show courtesy to visiting teams and officials
- To establish a respectful relationship between visitors and hosts
- To respect the integrity and judgment of sports officials
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility
- To encourage leadership, use of initiative and good judgment by the players on the team
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well being of the individual players
- To remember that an athletic contest is only a game, not a matter of life or death for a player, coach, school, official, fan, community, state or nation.
C. PENALTIES AND BEHAVIORAL EXPECTATIONS

Spectators who fail to meet the Spectator Code of Conduct or the expectations as stated may face immediate, temporary or permanent expulsion from some or all athletic events or other consequences as deemed appropriate.

Some appropriate actions:

1. Direct all energies to encouraging your team
2. Avoid actions that offend visiting teams, individual players or officials
3. Show appreciation of good play by both teams
4. Learn the rules of the game in order to be a more intelligent spectator
5. Treat all visiting teams in a manner in which you would expect to be treated
6. Accept the judgment of coaches and officials
7. Encourage other spectators to participate in the spirit of good sportsmanship
8. Be positive and supportive of our athletes

Some inappropriate actions:

1. Negative Comments
2. Cheers which taunt opposing players and/or spectators
3. Cheers that are aimed at distracting opponents (opponent on foul line)
4. Cheers that attack officials
5. Throwing objects on the playing field
6. Mechanical noisemakers
7. The involvement of mood-altering substances at high school events
8. Disrespect for facilities
9. Actions that offend visiting teams, individual players or officials
10. Bringing food and beverages into the gymnasium

Athletic Trips

Athletes will be transported to away contests and to practices held outside of the district only by school authorized vehicles. Only the Building Principal or Director of Athletics may authorize exceptions and they must be handled in advance of the trip during regular business hours.

Students may only ride home from away contests on authorized school vehicles or, if allowed by the coach, with their parents. The parent must sign a permission form in the presence of the coach. Under NO circumstances will a student/athlete drive to or from away contests.

Athletic Equipment and Property

All student-athletes are held personally and financially responsible for the equipment issued to them. If school equipment is lost, not returned in good condition (given consideration for normal wear and use) or not paid for, the student-athlete will not receive any rewards or honors for that sport and will not be eligible to participate on an athletic team until the equipment is returned or paid for.

Sports Physicals, Injuries and Illness

Sports physicals will be given and approved by our school doctor or the athletes’ own physicians before students are allowed to practice or participate in games. The sports physicals are in force for one calendar year. All athletes seen by doctors for injuries or illnesses must obtain signed doctors' statements in order to resume participation with their teams. The signed releases must be on file with the school nurse.
The Role of the Parent in School Sports

A very important goal of high school athletics should be to make the athletic experience a positive one for the athletes, the parents and those who choose to watch our teams perform. To achieve that goal, we must all work together to support the following ideals:

1. As a parent I recognize that it is vital that I support the efforts and decisions of the coaching staff.
2. As a parent I also recognize the importance of being a positive role model. Therefore, I agree to conduct myself in a manner consistent with the dictates of good sportsmanship at all contests, both at Onondaga as well as opposing school sites. I agree to cheer in a positive fashion for outstanding play and will refrain from criticizing the efforts of the officials, the players, (both teams) and the decisions made by the coaches.
3. Attendance at practice is a priority for all team members. As a parent/guardian of a team member, I will make every attempt to assure that my child will be able to attend all practices and contests.
4. I will support and endorse all the rules, policies and procedures discussed in the rest of this handbook. In the event that there is a question concerning your child's role, first encourage the child to communicate honestly, politely and openly with the coach in a private setting. Parents who find it necessary to voice concerns should communicate with the coach in a respectful, timely and private setting, but never immediately after a game when emotions are high.

Encouraging Your Child in Sports

Do…
1. Do…treat your children the same whether they win or lose.
2. Do…try to have fun and enjoy the games. Your unhappiness can breed a child's guilt.
3. Do…remain relaxed, calm, positive and energized on the sidelines. Your attitude will help your child play better.
4. Do…make friends with the other parents at the games. Socializing can make the event more fun.
5. Do…get involved after the competition if a child's game time behavior is unacceptable.
6. Do…let the coach do the coaching. Too much input can confuse children.
7. Do…understand that children need occasional breaks from the sport they play. It doesn't mean that they are quitting or burning out.
8. Do…be there when your child loses or get discouraged. Be an understanding listener, not a fixer.
9. Do…give children some space when they lose or don't perform well. They may want to be alone for a while, then they will be okay.
10. Do…keep your sense of humor. When you laugh and have fun, your child's stress level diminishes.

Don't …
1. Don't…say, "We're playing today." Instead say, "You're playing today." This is the children's game. Help them learn to be responsible for preparing for the game.
2. Don't….live out your own dreams through your child's sport. The sport should not become your life.
3. Don't…get too pushy.
4. Don't…ignore your child's behavior if it's inappropriate, but don't correct your child's behavior from the sideline. Talk to your child privately.
5. Don't…criticize children after a tough game and don't expect them to want to talk immediately after a game loss.
6. Don't….make enemies of your child's opponents’ parents.
7. Don't….make your child feel guilty for all the time, money and sacrifices made for their sport.
8. Don't… think of the sport as an investment for a return.
9. Don't….badger, harass or use sarcasm to motivate your child. Comparing your child's progress to others, threatening or using fear will not improve your child's performance.
10. Don't….talk about the coaches or staff in a negative manner. If you have comments or suggestions, talk directly to the coaches and staff.
11. Don't….try to take the coach's job away. Be the parent.
XVIII. SPECTATOR EXPECTATIONS FOR NON-ATHLETIC EVENTS

A. NON-ATHLETIC SPECTATOR CONDUCT

All spectators will adhere to the guidelines for non-athletic events that include but are not limited to drama performances, vocal concerts and instrumental concerts.

The Onondaga Central School District expects all spectators and participants to behave respectfully and conduct themselves in a positive manner. The use of profanity, abusive language, taunting of performers, directors, spectators, or event staff will not be tolerated.

Students in grades Pre K – 6 must be accompanied by a parent/guardian or designated adult.

Rough play and activities that involve physical contact that may lead to injury are not allowed.

The Dress Code will be enforced. Spectators will comply with our Code of Conduct.

B. NON-ATHLETIC PENALTIES AND BEHAVIORAL EXPECTATIONS

Spectators who fail to meet the guidelines for non-athletic events may face immediate, temporary, or permanent expulsion from some or all events or other consequences as deemed appropriate.

Some appropriate actions:

1. Applaud at the appropriate times during the performance
2. Provide encouragement to the performers in an appropriate manner and at appropriate times
3. Keep younger children sitting with you
4. Remove disruptive child(ren)
5. Enter the auditorium on time or during applause
6. Refrain from cell phone use, including texting during performance

Some inappropriate actions:

1. Throwing objects
2. Having conversations – even whispers can be heard
3. Use of noisemakers or artificial lighting
4. Attending school events under the influence of mood-altering substances
5. Disrespecting the facilities
6. Bringing food or beverage into auditorium/gymnasium

COLLEGE ACADEMIC ELIGIBILITY REQUIREMENTS for ATHLETES

ATHLETES INTENDING TO PARTICIPATE AT THE COLLEGE LEVEL: Don't get caught short!
The National Collegiate Athletic Association has strict guidelines regarding Division I and II eligibility. Failure to meet the guidelines will minimally mean that you will not participate as a freshman and you will lose one year of eligibility. See Eligibilitycenter.org and contact your guidance counselor.
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ONONDAGA JR./SR. HIGH SCHOOL CLUBS

ART CLUB
Art Club is a community-service based student art organization. In recent years, members of the Art Club have been involved in creating holiday cards for the Golisano Children’s Hospital, making card designs for Hope For Bereaved, various school beautification projects, and set design for the spring and fall Drama productions. The club is open to students in all grades, whether or not they are currently enrolled in an art class.

CHARACTER EDUCATION CLUB
Character Ed Club is open to all students in grades 7-12. The members of the club participate in community service activities and fundraisers, team building, and leadership building. Club members also raise funds to make donations to area foundations.

CLASSIC ROCK CLUB
The Classic Rock Club is open to students of all grades at the Junior-Senior High School. The club meets periodically to discuss music, books, and films related to classic rock from the 1950s through current day. Students in the Classic Rock Club have traveled to the Beatles Festival in New York City, and the Rock and Roll Hall of Fame in Cleveland.

DRAMA CLUB
The Drama program is open to students in 7th-12th grades. They perform two plays during the year each fall and spring. The spring production is often a musical. Students may become involved in acting/singing roles, or in the set/stage crew, or in the pit band. Rehearsals are generally in the evening and one all day rehearsal before opening night. Drama Club members also travel to New York City (and elsewhere) to see plays and musicals, when voted upon, and when funds are available.

ENVIROTHON TEAM
The Envirothon Team is a ‘club’ that meets periodically throughout the year to discuss topics dealing with Wildlife, Forestry, Soils, Aquatics and Current Environmental Issues. The team competes in an all day competition against other schools in the spring. The club is recommended for students in grades 9-12 with a strong interest in science and the environment.

GERMAN CLUB
The German Club’s main purpose is to teach students about Germany, the German language & the German culture. Every few years, a trip is taken to Germany. Students fundraise throughout the year (or years) to help lower their costs for the trip.

KEY CLUB
Key Club International is the high school organization grades (9-12) sponsored by Kiwanis International. Key Club assists Kiwanis in carrying out its mission to serve the children of the world. High school student members of Key Club perform acts of service in their communities, such as cleaning up parks, collecting clothing and organizing food drives. They also learn leadership skills by running meetings, planning projects and holding elected leadership positions at the club, district and international levels.

MUSIC CLUB and PEP BAND
Music Club is open to any student in 7-12 Band or Chorus. Funds are raised to help the music department purchase equipment, awards, presentations, and various other items, and sponsor activities throughout the school year. Pep Band is open to any Band student in grades 7-12. The Pep Band typically performs at select boys and girls varsity basketball games in January and February.
**NATIONAL HONOR SOCIETY and NATIONAL JUNIOR HONOR SOCIETY**
The Onondaga Central School Chapters of National Honor Society (NHS) and National Junior Honor Society (NJHS) were established to recognize outstanding high school students. More than just an honor, NHS & NJHS serve to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service and character. Students who demonstrate scholarship with a twelve-consecutive-marking period (2 year) overall grade point average of 90% or higher are invited as candidates to join NJHS as freshman and NHS as juniors in high school.

**NEWSPAPER CLUB**
The Newspaper is open to all students, grades 7 through 12. The student editors set goals to create a magazine-type publication several times a year which encourages all styles of writing and artwork. All writers are welcome and encouraged to join.

**Robotics Club**
The Robotics Club is a great place for students to share their enthusiasm about robotics. Students work with hardware, software and others that are interested in the exciting world of robotics.

**SPANISH CLUB**
The Spanish Club’s main purpose is to teach students about Spain and other Hispanic countries, through language and culture. Spanish Club sponsors activities in the classroom as well as field trips. Some fundraising is involved.

**STUDENT COUNCIL**
The student council is an organization that assists in many school-related events, such as Homecoming, Spirit Week and Tiger Day. The members of the council are elected in each homeroom during the first month of school and are required to attend all meetings held.

**TECHNOLOGY CLUB - ELECTRATHON TEAM**
This club is open to all high school students in grades 9-12. The purpose of this club is to explore the possibilities of electric vehicles. Participants in this club spend their time working on a one-man, electric vehicle which is then used in competitions with other area schools. For more information on Electrathon please visit [www.electrathonamerica.org](http://www.electrathonamerica.org).

**VARSITY CLUB**
Varsity Club consists of all seniors who have earned a Varsity Letter in any interscholastic sport offered by the NYSPHSAA. The goal of the club is to provide opportunities/experiences for Senior Class Athletes to engage in the collaborative decision-making process with regard to Building Facilities, Safe and Secure Environment, and Character Education. There is no fundraising associated with this club (it is funded by other sources).

**YEARBOOK**
The yearbook staff works on the design and layout of the Onondagan. Students participate as editors, writers, photographers, and computer layout assistants.

**CLASS CLUBS and OFFICERS: GRADES 7, 8, 9, 10, 11 and 12**
Student elections are held each year for the positions of President, Vice President, Treasurer and Secretary for each class, grades 7-12. All students in every grade level are encouraged to participate in class activities.