

# South Seneca Central School

## Grades 9-12

### Code of Conduct & Guidelines 2023-24



#### **Mission**

*The mission of the South Seneca Central School District is to prepare students for their individual futures through a comprehensive and engaging educational program.*

#### **Introduction**

*The faculty and administration would like to welcome you and your student to South Seneca High School for the 2023-2024 school year. South Seneca has a history of fine academic and extracurricular accomplishments. We are here to make your student's years in school as successful, yet educationally challenging, as possible. This document is designed for your benefit to serve as a reference for the many programs, services and activities that are available. These are exciting times in education and families continue to play an important part in this process. If you have any further questions, please feel free to contact the High School Principal at (607) 869-9636 ext. 3101 or email [shorton@southseneca.org](mailto:shorton@southseneca.org).*

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# STUDENT CODE OF CONDUCT

## Rights and Responsibilities

In compliance with Chapter 740 of the Education Law of New York State, school boards are required to adopt rules and regulations for the maintenance of public order on school property. The Board of Education of the South Seneca School District has done so. The district's policies are in effect and each school is expected to generate rules and codes of conduct of its own which are consistent with those regulations.

### **Rights:**

All students of this district shall have the right afforded under the provisions of the federal and state constitutions, the laws and regulations of New York State and the policies of the Board of Education of the South Seneca School District. Included in these rights is the right to a safe, secure and orderly environment conducive to learning.

### **Responsibilities:**

In a school of this size, certain procedures must be established for the benefit of the school and student body. State law requires some of these procedures; others are Board of Education policies. All are designed to help the school run smoothly. These include:

1. Students are required by law to be in regular attendance at school and in class
2. Students will be responsible for contributing to the maintenance of an environment that is conducive to learning.
3. Students will be responsible for regulating their own behavior in accordance with school rules.
4. Students will bear responsibility for maintaining public health and safety on school property.
5. Students have the responsibility to make constructive contributions to their school and to report fairly the circumstances of school related issues.
6. Students are expected to show respect for faculty and other members of the school community.

### **Parents' Right To Know:**

Please be aware that South Seneca Central School district adheres strictly to all state and federal laws pertaining to the dissemination of information about your child. This includes, among other things, participation in surveys, research studies and marketing studies. Prior to our participation in any study you will be provided with detailed information about the study, and written consent will be requested signifying your willingness to have your child participate.

As provided in federal guidelines, all high schools must provide military recruiters with the name, address and telephone numbers of high school graduating seniors without prior written consent. If you as parent or guardian do not wish this information to be released, you must notify the school district of this desire. This can be done either in written form or by telephoning the high school guidance office. Parents and students over the age of 18 have the right to inspect and review the student's record or to request the amendment of all of the records alleged to be in error or misleading. This request must be made in writing to the building principal.

## Expectations and Procedures for Students

A school is a place of learning and the overarching goal of High School is to prepare students to be college and/or career ready. This includes acting in a manner that is considerate of the rights and feelings of others. Students learn from each other, and our high school students must be conscious that younger students follow their leadership example. Such examples should promote a positive school environment that is conducive to teaching and learning as a collaborative school community.

### A. School and Class Attendance

- a. The instructional day begins at 7:42 am. At this time, Period 1 will begin. Students are expected to be on time.
- b. **Arrival & Dismissal Procedures:**  
Prior to School:
  - Students report directly to the upper-cafeteria area upon arriving. They are not to go beyond the atrium or cafeteria area prior to 7:34.
  - Only morning BOCES students are allowed in the gym atrium while waiting for their bus.After School:
  - Students are not allowed in the building after 2:30 unless they are supervised.
- c. **Tardiness:** A student is classified as tardy to school if the student arrives after the start of first period (7:37 am). Students arriving after 7:37 a.m. must report directly to the Main Office to sign in to school and to receive a pass to class. Students who are tardy to school or class without a written excuse are subject to disciplinary action and will be referred as per the Student Code of Conduct. If the Main Office does not receive a note within three days, the tardy will be counted as unexcused.

All notes and phone calls should go through the Main Office at (607) 869-9636 ext. 4122

- d. **Early Dismissal:** Students needing to be dismissed early will need to provide the attendance clerk a written request from their parent/guardian which clearly states the time and reason in advance of being excused. Verbal requests cannot be accepted due to legal issues. Students may not leave the building after arrival, before the close of the school day, without an exit pass issued by the attendance clerk or a building administrator. Students with exit passes must sign out and leave the building promptly. If the student returns to school that day, s/he MUST sign back into school and be issued a pass to class.
- e. **Absences:** Achievement is clearly related to attendance. Students are expected to be in attendance each day that school is in session unless they are excused by their parent/guardian in accordance with school board policy. **Excused absences** are as follows: illness (a certification from a physician may be required), illness or death of a close family member, impassable roads, religious observances, health treatment, court appearance, or dismissal by the nurse or administrator. **Students who are absent must present a written excuse, signed from their parent/guardian, within three days of return or the absence will be classified as unexcused.** Student attendance is reviewed on a regular basis. It is the understanding that if a student begins to be chronically absent or tardy, the school will contact home by letter, email, and/or phone and may request a conference if it continues to be a regular concern. Examples of potential attendance letters can be found in Appendix II.
  - i. Students are given the opportunity to make up all work missed because of any absences. If a student is aware that an absence is likely to be for a number of days, the guidance office should be contacted so that assignments may be provided (ext. 4145). In the event of a long-term absence as a result of illness, accident, etc., home tutoring may be requested. This request should be directed to the Principal through the High School Counselor.
  - ii. It is the responsibility of the student to make-up missed assignments as per the course requirement statement provided by their teacher. Should assignments not be completed, the teacher may give a grade of "Incomplete" if the student did not have sufficient time to complete the work.
  - iii. **Truancy** is the unlawful absence or irregular attendance of instruction by a student. If a student is considered truant, they are subject to disciplinary actions as outlined in the Student Code of Conduct.
- f. **Written Excuses:** It is required by law that students present a written excuse for absences, tardiness and/or dismissal. Excuses must clearly state the date(s) and reason(s) for the absence(s) and/or tardiness

and must be signed by a parent or legal guardian. State Attendance Regulations require a stated reason for absence. Any excuses without an identified reason for absence will not be accepted. Excuses for absences and/or tardiness must be kept by the school and may be used for legal purposes. Written excuses should be submitted to the Attendance Clerk upon a student's first day back to school after an absence or tardiness. You may also email it directly to Nicole Nelson at [nnelson@southseneca.org](mailto:nnelson@southseneca.org). **If a note is not provided within 3 (three) days of the absence or tardy, the absence is considered unexcused.**

g. **Minimum Attendance Requirement (High School Courses):**

This requirement is in accordance with South Seneca School Board policy ([Board Policy Manual](#)). Scroll down to Policy 7110 when in the document.

Administration reserves the right to use attendance as a factor in granting course credit if and when attendance in a course falls below 85% and the student is failing the class. However, the District may not deny course credit to a student who has exceeded the allowable number of absences but taken all tests, completed missed class work, and secured a passing grade.

Students will be considered absent from a class if they are absent (unexcused) for more than 50% of the class period. If they are absent for less than 50% of the class period, they are marked as tardy.

The district reserves the right to withdraw students from their BOCES program when their unexcused absences exceed 10% of class days.

For extenuating circumstances **only**, a parent/guardian may file a written appeal for review with the High School Principal. The written appeal, including all supporting documentation, must be received by the building principal no later than five (5) school days after the receipt of the loss of the credit notification. Copies of the minimum attendance requirement may be obtained in the main office.

h. **Field trips**, tours and athletic events are privileges. Students with poor attendance, frequent tardiness, and class cuts may not be permitted to take part in these kinds of activities. Participation is left to the discretion of the teacher and Principal.

***Want a surefire way to help your teen get off to a super start this school year? Encourage regular attendance at school. Kids who go to class regularly are more likely to graduate.***

Try these tips.

1. Show how learning relates to real life. If your teen thinks a skill is useful, she/he is more likely to learn it. Example: Planning a vacation draws on research skills.
2. Tell your child not to skip a class just because she/he is struggling. Tell him you'll arrange for tutoring or other help.
3. Find out your school's attendance policy. Let the school office know you'd like to be alerted if your teen skips classes.

## **Academic Responsibilities**

The Board of Education recognizes that academic performance is considered the most important aspect of our students' experience. This policy is designed to ensure that all students have ample opportunity to achieve academic success while balancing involvement in extracurricular activities.

**A. Student Responsibilities:** Students will take responsibility for their own learning and will follow classroom and building expectations. They will take an active role in making things right when they make mistakes and will ensure that they are regularly communicating with their teachers about their academic progress and advocate when needing support.

**B. Parent/Family Responsibilities:** Families will regularly check student grades and academic progress on SchoolTool and/or Google Classroom. They receive a regular summary email from Google Classroom. Families will ensure that the school has a way to make contact with them as the need arises and will work collaboratively with the school to support their student.

- C. Teacher Responsibilities:** Teachers will make student academic achievement information available on a regular basis and will ensure that each family understands their process for assessing and reporting student learning. Teachers will regularly make contact with home regarding learning and behavior, both for areas of concern as well as to share successes and/or progress, and work collaboratively with families to best support their students.
- D. Learning Lab:** Students will use learning labs to complete homework, projects, remedial assignments, or enrichment activities. Students must sign out of the learning lab indicating their destination. The student will receive a pass via the SmartPass system from their learning lab supervisor and check in on SmartPass when they arrive at their destination. All learning labs are to be quiet so as not to interfere with the opportunity for other students to work. Cell phones will only be permitted for students who are in good standing/caught up in all classes and as long as they do not cause a disruption to the learning environment. Students are allowed to use Chromebooks or computers for school-related work.
- E. Passes:** High School students who are not on restriction can receive a pass after first reporting to the learning lab or lunch monitor. This allows them to utilize the media center, computer room, guidance office, main office, senior lounge, or to seek teacher assistance during his/her learning lab period. The right to a pass may be suspended as a result of a disciplinary referral or academic restriction. Our students and staff use the SmartPass system. This system is designed to help promote safety in our building by reducing unnecessary hall traffic and increasing our knowledge of student whereabouts throughout the day.
- F. Restriction - 1 or more courses:** The school encourages students to access the library for academic help and research. With that comes responsibilities. Restriction is placed by teachers, which means that if students are failing one or more classes, students need to have a pre-signed pass from a teacher to access the library. All students on Restriction are subject to schedule changes such as, WIN group being changed to the teacher of the course in which they are failing and/or their Learning Labs changed into Academic Support periods.

Students determined "At Risk" at the progress and marking period dates will have their Learning Labs changed to an Academic Support period to access a higher level of support. At Risk is defined as a student who, based on a review of their current course grades, their transcript, and projected opportunity to earn credits, is determined to not be on track for an on-time graduation.

Students will not be permitted to sign out of Academic Support unless prior arrangements have been made with a teacher to get specific remedial help or make up assignments. Cell phones will not be permitted for student use, but students are allowed to use Chromebooks or computers for school-related work.

- G. Academic Warning:** A period of probation resulting from a student receiving a failing grade and/or incomplete in two (2) or more courses of study evaluated at each 5-week or 10-week mark during the academic year.
- a. Corrective Action Plan-** A specific written agreement of actions, developed in partnership between the student, teacher, and family with administrative approval. The student will need to follow the plan in order to remain eligible to participate in extracurricular activities.
- H. Academic Ineligibility:** A student's status upon demonstrating inadequate participation in the Corrective Action Plan, rendering the student ineligible to participate or attend any extracurricular activities, including athletics.

Teachers will evaluate on a weekly basis whether or not a student is following his/her plan and mark progress on the Action Plan document. Any student demonstrating inadequate participation in their Corrective Action Plan renders that student ineligible to participate or attend any extracurricular activities including, but not limited to sports, dances (including Prom), drama, and athletics. The student may return to his/her privileges upon successfully following his/her plan at teacher and/or administrative discretion.

## Personal Responsibilities

- A. Student Vehicles:** Parking on school grounds is a privilege and reflects a level of responsibility on the part of the student. If available spaces become limited, parking will be on a "permit only" basis. The school district assumes no responsibility for theft, damages or vandalism. In order to maintain that privilege, students must

park in the designated student parking areas only, and operate their vehicle safely on school property. Those students who demonstrate an inability to handle this privilege will lose the privilege, incur further disciplinary action and may be towed at his/her personal expense. Students must apply for parking permits **before** driving to school. **Students may not drive to BOCES unless written permission is given by the Principal or designee.**

- B. Cafeteria/Lunch Periods:** It is expected that all students will do their best to demonstrate good manners during lunch. This non-structured time must not interfere with, or be disruptive to, the learning process of the on-going classes that are meeting during the lunch periods. Students requesting to take a class instead of lunch period will be required to provide parental permission in writing.
- C. Personal Property:** Any personal property brought on school grounds may be subject to search if, in the judgment of the administration, there is a compelling reason. The school district assumes no responsibility for lost or stolen property.
- D. Student Dress:** In keeping with the New York Commissioner of Education's ruling that students' clothing may not be distracting, students will use discretion in their choice of dress. Dress codes are universal. Students' dress must be addressed in a discrete and respectful manner that protects dignity. If teachers do not feel comfortable addressing it, they may send them to the nurse, dean, and/or an administrator.
- a. Clothing printed with sexual innuendo, vulgarities, hate speech and symbols, or advocating alcohol, tobacco/nicotine, illegal substances or violence is not appropriate.
  - b. Clothing must not risk exposure of undergarments or private areas and are not to be see-through.
  - c. Tank tops with large armholes are not appropriate.
  - d. Strapless tops and/or dresses, or excessively form fitting shirts, shorts, pants, or skirts are not allowed.
  - e. Clothing must be clean and may not be dangerous or hazardous. This includes sharp accessories or attachments that could be dangerous.
  - f. Appropriate footwear must be worn at all times. Shoes of some type must be worn.
  - g. Students dressed inappropriately will be asked to change their clothing.
  - h. Continued infractions of this policy will be dealt with as per the Student Code of Conduct.
- E. Electronic Devices:** South Seneca School District encourages the appropriate and responsible use of electronic devices in our buildings.
- a. **Cell Phone Policy:**
    - i. Students may use their cell phones during appropriate times of the school day.
    - ii. Cell phones should not be used during instructional time, unless directed otherwise by a teacher, and will be stored away in an identified location in the classroom.
    - iii. Use of such devices may take place during lunch periods or in between class periods, unless reasonably deemed otherwise by an adult.
    - iv. Cell phone use is allowed in high school learning labs for students who are caught up with their work. Students must verify with the staff member in the learning lab that they are in good standing in their classes and ensure that it does not become a disruption to the learning environment.
    - v. Students who use their phones or any devices inappropriately or for non-instructional work during their classes will be subject to the Code of Conduct. Repeated inappropriate use may require that a cell phone be barred from that student's use in the building. Electronic devices that are confiscated can be held in the Main Office until the end of the school day. Repeated offenses will result in additional consequences as per the Code of Conduct. Approval for special purposes must be obtained in writing from an administrator or for medical reasons as reflected in a care plan for specific students.
    - vi. The school DOES NOT take responsibility for personal electronic devices such as phones. It is up to parent/guardian discretion whether a student will bring electronic devices to school, and every year we sympathize when a student loses one. We will help investigate a lost device, but we cannot take responsibility for overseeing personal electronics.
    - vii. If a parent needs to communicate with a child during the school day, the best way to do so is to call the school office at 607-869-9636.
  - b. **Additional Stipulations Concerning Electronics:**
    - i. All electronic devices with individual listening devices (earbuds etc.) may be used during learning labs and lunch at the supervisor's discretion.
    - ii. Individual listening devices (earbuds etc.) may not be used in the halls or academic classes unless otherwise directed.

- iii. Speakers other than individual listening devices are not allowed in the building.
- iv. The use of digital cameras, camera phones, digital video or other types of recording devices without permission from the individual being recorded is prohibited.
- v. Any visual or audio recording anywhere in the school requires the expressed prior approval of those individuals present (image and/or audio) on the recording.
- vi. No audio recording, picture, or video should be shared via social media or other electronic means unless it is for academic or extracurricular purposes with student permission along with teacher or advisor permission.
- vii. Sharing of pictures, videos, or any personal information of any student with any other student or group of students without permission is strictly prohibited.
- viii. The use of any electronic device to record or transmit behavior that violates the Code of Conduct will also be considered a violation of the code. All of the above is subject to disciplinary consequences.

**F. Participation in Extracurricular Activities:** Participation in extracurricular programs is a privilege that carries with it responsibilities to the school, to the members of the extracurricular activity, to the student body, and to the community. This responsibility applies whether the student is on campus, off campus, or participating at another school, and also applies any time during the school year. While all students at South Seneca Central Schools are expected to conform to the school's Code of Conduct, students involved in extracurricular activities, because of their visibility, have an additional responsibility to maintain good behavior. Therefore, students who are involved in extracurricular activities in which they are representing South Seneca at a school-sanctioned activity, performance, or event are subject to the sanctions below.

- a. Students assigned to out-of-school suspension will not be allowed to participate in or attend any after school activities on any dates of the suspension. In addition to the day(s) of suspension, the building principal has the discretion to deny extracurricular activities at other times.
- b. Students' who willingly remain at events where alcohol or drugs are used in violation of state or local law, **whether or not the student consumes said substances**, are deemed to be in illegal possession by association and will be subject to the sanctions listed below. The level of discipline will vary based on the cumulative number of times that a student is deemed to be in possession by association or is in possession of alcohol, drugs or an illegal substance. Penalties for violation: First Offense: suspension from all extracurricular activities for a period of 10 school days and participation in the mandatory diversion program. Second Offense: suspension from all extracurricular activities for a period of 20 school days. Third offense: suspension from all extracurricular activities for one academic year.

**G. Media Center:** The media center is a place of privilege. It is expected that students using these areas will follow the rules and procedures posted. Students that demonstrate an inability to follow these procedures will be denied the privilege of using these resources and may incur further disciplinary.

The media center is open 7:30 AM - 2:30 PM. No materials may leave the media center until media center personnel have checked them out. Materials should be returned promptly. A charge will be levied for lost or damaged materials.

## Building and Campus Safety

**A. Closed Campus:** The South Seneca School District operates a closed campus. This means that once a student boards a school bus, or arrives on school grounds, that student becomes the responsibility of the school district. S/he must stay on school grounds (or under the supervision of school staff) for the remainder of the normal school day unless excused or released from school in accordance with this policy. No school employee shall release a student without authorization from the Main Office or Nurse's office.

- a. Signing-In and/or Signing-Out: All students are required to report to the Main Office upon entering the building late or leaving the building early. This is necessary to ensure that complete and accurate attendance information is maintained throughout the day. Under no circumstances may a student leave school grounds at any time during a school day, unless such student:
  - i. Has been properly excused by submitting a note to the main office secretary and has signed out.
  - ii. Is in the company of a parent/legal guardian and has signed out.



- iii. Has been excused by the School Nurse or Principal and has signed out.
  - b. It is not permissible to sign-out and provide a note of excuse **after the fact** unless approved by the Principal or designee.
  - c. Failure to follow this expectation will result in disciplinary action as outlined in the Student Code of Conduct.
- B. Visitors/Guests:** Parents-and guest speakers are welcome to visit the school. Prior arrangements for visits or conferences with teachers should be made through the office. Students from other schools who are considering a verifiable transfer to South Seneca may visit the school with prior arrangements through the school counselor. **All approved visitors** must report to the main office, sign in, and obtain a visitor's pass and/or be escorted to their destination. Main office staff will utilize their professional discretion when allowing entrance into the building and may ask visitors to open their bags prior to opening the second entry door. Refusal to cooperate with the safety protocols in place may result in denial to enter the building.
- C. Care of the Building and Grounds:** Maintaining the appearance of the school building and grounds is a responsibility shared by all of us. Intentional damage done to any part of the school building or grounds is unacceptable. Students identified as causing such damage will be referred as per the Student Code of Conduct. In addition, such students will be held financially responsible for the damage and may be subject to legal action.
- D. Lockers:** Hall lockers are the property of the school district and are made available to students for school-related storage purposes. To ensure the privacy and safety of personal belongings, students are provided hall lockers with combination locks. They are not to be tampered with and students may be charged for any lost or damaged locks.
- a. Students are expected to:
    - i. Keep their lockers neat and free from marks and comments.
    - ii. KEEP THEIR LOCKER COMBINATION TO THEMSELVES.
    - iii. Keep their lockers closed and locked, and use care in opening and closing their locker.
    - iv. Encourage students to keep their book bags in their hallway locker.
  - b. Students should understand that New York State courts have recognized that maintaining and preserving the health and safety of students, as well as order in the schools, may require a personal search of a student, as well as a search of his/her locker. The Principal may determine, with reasonable cause, that a student is in possession of contraband. In such instances, a search of the student's locker, possessions and/or person may take place.
- E. School Property:** All issued books, equipment, and materials are the responsibility of the student. Lost or damaged books, equipment, or library materials will be billed to the student and she/he will be required to pay for this loss or damage. Students should show teachers/staff that items issued to them are in proper working order and/or condition upon return.
- a. School-issued computing devices, such as Chromebooks and Google Tablets, are the responsibility of the student. If the device is damaged or misused throughout the school year or upon return at the end of the school year, the Computer Technology Services team will assess the damages. If necessary, CTS will bill the parent/guardian (of the child) for the damages, of which they will be required to pay. Parents will be informed of the damages. Normal wear and tear of the devices will not be held against the student.
  - b. Notices of obligations, for loss or damage, will be provided to students at the end of the semester or school year. Failure to clear the obligation of debt will result in a denial of the use of additional school materials or equipment, including library use/borrowing privileges, and the withholding of the final report card. For seniors, this also includes withholding of the diploma and final transcript until the obligation is cleared.
- F. Skateboards, Bicycles & Other Recreational Devices:**  
Due to issues of safety, skateboards, wheelies, and other recreational devices other than bicycles are prohibited for recreational use on school property and buses.

Administration reserves the right to disallow a student's bicycle use if not ridden safely. Bicycles should be

walked on the sidewalk when other students are present.

- G. Accidents/Health:** Any accident or illness should be reported to the teacher in charge of the activity and the nurse's office immediately. Students are not allowed to possess any type of medication including over the counter medicine. Any medication prescribed by a physician must be left in the health office. No other medication is permitted on campus. (See the nurse for details.) If an accident occurs at school, initially all students are covered by their parents' health insurance. South Seneca Central School does provide Student Accident Policy through Pupil Benefits Plan, Inc. as a secondary payee or primary if there is no insurance through the parents. Reimbursement for medical services is based upon the usual customary cost of these services as determined by the area in which we live. If you have questions directly related to coverage, please contact the School Business Administrator. All other questions should be directed to the school nurse.
- H. Bus Transportation:** Any student wishing to ride a school bus to any destination other than their normal pickup or drop-off point, must provide a written note from their parent or guardian. This note must be handed in to the main office at least two hours prior to riding the bus home. Any student wishing to ride the late bus must provide the bus driver with a pass signed by the teacher with whom they stayed after
- I. BOCES Procedures:** Please refer to our [BOCES procedures document](#). This covers driving rules to BOCES, which must be adhered to.
- J. Cameras:** For the safety of all, cameras are located throughout school property. Individuals should anticipate having their image captured. Some district cameras also have audio capability.

## Student Discipline Code

Each student must make a conscientious effort to observe the code of conduct that exists for the individual's welfare as well as the welfare of all the students in the school. The building principal will have the authority to suspend students for infractions of the rules of conduct for periods not to exceed five consecutive school days.

Students may be suspended from instruction or subjected to other disciplinary action when the student:

### **A. Engages in conduct which:**

- a. **is disorderly** - intentionally causing public inconvenience, annoyance or alarm, harassment or recklessly creating a risk thereof, by fighting, assault, or engaging in violent behavior, making unreasonable noise, suggestive comments or behaviors, using abusive obscene language or gestures, obstructing vehicular or pedestrian traffic, and creating a hazardous or physically offensive condition by any act which serves no legitimate purpose; or
- b. **is insubordinate** - failing to comply with the lawful directions of a teacher, school administrator or other school employee in charge of the student.
- c. **Endangers** the safety or welfare of self or others by act, including but not limited to: selling, using or possessing alcohol, tobacco, drugs or its imitation and drug paraphernalia, selling using or possessing weapons, fireworks, knives, lighters, matches or other dangerous instruments or contraband; selling, using or possessing obscene materials; using profane, vulgar, or abusive language (including ethnic slurs); gambling; bullying, hazing, engaging in harassing, intimidating, retaliating or lewd behavior.
  - i. **Bullying** includes any hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. Bullying may be premeditated or a sudden activity.
  - ii. **Cyber-bullying** includes any action using an electronic device or the internet that involves harassment, intimidation, or threats is considered bullying and may be subject to disciplinary action. This may include incidents that did not take place at school but led to confrontations or other problems at school.

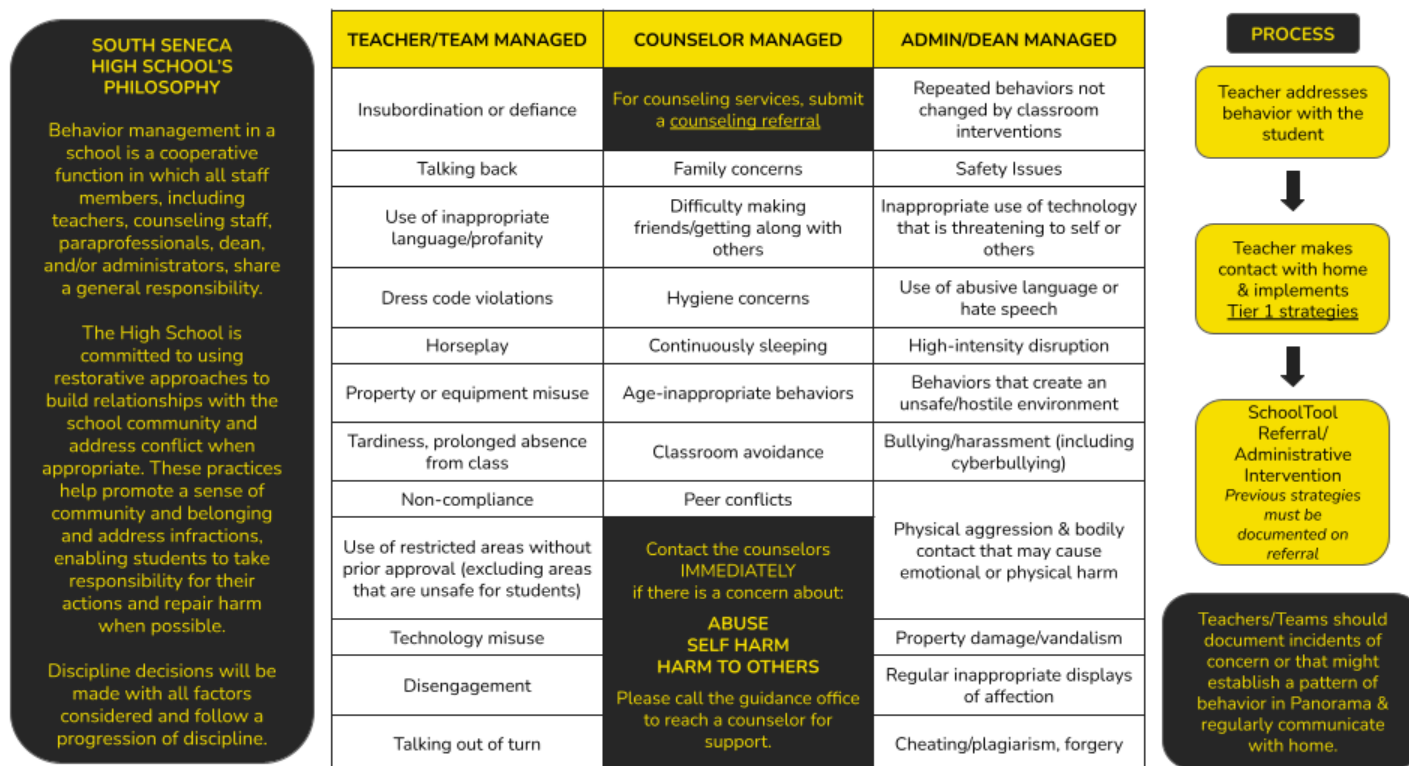
- iii. **Hazing** includes committing an act against a student, or coercing a student into committing an act that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.
  - iv. **Harassment** is defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with an individual's educational performance, opportunities, or benefits, or mental, emotional, or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause an individual to fear for his or her physical safety. The harassing behavior may be based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender identity or expression.
  - v. **Intimidation** includes engaging in actions or statements that put an individual in fear of bodily harm. . **Retaliation** is an act against any complainants and/or those who participate in the investigation of any complaint in conformity with state law and district policies, and who have acted reasonably and in good faith.
- d. **Engages** in any of the following forms of academic misconduct; leaving school or class without permission; cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test taker, and other forms of unauthorized collusion); plagiarism.
  - e. **Engages** in conduct that violates the rules/regulations of public order on school property.

#### B. Possesses or uses the following:

- a. **WEAPONS:** In accordance with the Gun Free School Act of 1994, the punishment for any student who is determined to have brought a firearm (as defined under section 921 of Title 18, U.S. Code) to a school shall be a suspension from school for not less than one year.
- b. **ALCOHOL/DRUGS:** The use, possession, gifting, or sale of alcohol and/or drugs, designer drugs or any mind altering substance, or drug implements, on school grounds/property or at a school function **IS PROHIBITED**. Violators may attend a superintendent's hearing that could result in a long-term suspension. In addition, they may be subject to criminal or civil proceedings.
- c. **TOBACCO/NICOTINE PRODUCTS:** The use and/or possession of tobacco or nicotine products of any kind is forbidden at any time including all events or activities held on school property. Violators will be subject to disciplinary action in accordance with the Code of Conduct and may be subject to criminal or civil proceedings. Items such as e-cigarettes, vaporizers, and related paraphernalia are also prohibited under this section, and are subject to the same consequences as tobacco.
- d. **OVER-THE-COUNTER MEDICINES:** Any over-the-counter medicines such as, but not limited to acetaminophen (Tylenol) and ibuprofen (Advil, Motrin), cough suppressants (such as Robitussin), CBD products and antihistamines etc must be stored in the nurse's office. Students may not have such items in their possession.

## Behavioral Consequences

The High School is committed to using restorative approaches to build relationships with the school community and address conflict when appropriate. These practices help promote a sense of community and belonging and address infractions, enabling students to take responsibility for their actions and repair harm when possible. Discipline decisions will be made with all factors considered and follow a progression of discipline.



- A. Examples of the range of consequences which may be imposed for the conduct set forth in Section I is as follows, but not limited to:
- a. **Classroom Interventions**
    - i. Verbal warning
    - ii. Relocation of student in the classroom
    - iii. Time and space within the classroom
    - iv. Written or verbal notification to parent/guardian
    - v. Documentation of behavior in student record
    - vi. Confiscation of materials, electronic or other devices
  - b. **Supported Interventions**
    - i. Mediation
    - ii. Creation of a behavior plan
    - iii. Referral to COST/MTSS
    - iv. Creation of support plan (ex. daily check-ins, meeting with counselor/social worker)
  - c. **Administrative Interventions**
    - i. Loss of privilege
    - ii. Detention
    - iii. Restitution
    - iv. Community service
    - v. Suspension from transportation
    - vi. Suspension from extra-curricular activities (clubs, social events, athletics, etc.)
    - vii. Exclusion from a particular class
    - viii. Removal from National Honor Society
    - ix. In-School Suspension
    - x. Out of School Suspension
  - d. **External Interventions**
    - i. Recommendation for counseling services

- ii. Recommendation for mentoring services
  - iii. Recommendation for enrollment in intervention classes (anger management, grief, drug/alcohol, etc.)
  - iv. Referral to Law Enforcement
  - v. Change of Placement and/or Referral to Outside Agencies
- B.** We continue to work on addressing the issue of vaping and it is common knowledge that all bathrooms and locker rooms have Vape Detectors that alert administration if a vape has been used in one of these spaces. Any student who is investigated by administration regarding this issue will receive a call home. If a student is found to be in possession of one of these devices, or caught using one, the consequences will be as follows:
- a. 1st Offense- Confiscation of device, call home, disciplinary referral resulting in participation in the prevention program with a Youth Prevention Counselor
  - b. 2nd Offense- Confiscation of device, call home, disciplinary referral resulting in 2 days of In-School Suspension
  - c. 3rd Offense or more- Confiscation of device, call home, disciplinary referral resulting in a 5 day suspension with a Superintendents' Hearing
- C.** The building principal or his/her designee shall determine the type and extent of punishment. Such disciplinary measures shall be appropriate to the severity of the offense and, where applicable, to the previous disciplinary record of the student. Any suspension from attendance or instruction may be imposed only in accordance with NYS Education Law 3214. According to New York State Education Law, a student can be suspended up to five days by the principal for unacceptable behavior. The superintendent can suspend for a longer period.

## Appendix I **EXTRACURRICULAR ACTIVITIES**

Rules stemming from Board Policy 7410

The Board of Education considers extracurricular activities to be a valuable part of the program of the school and shall support these activities within the financial means of the District.

### **Limited Open Forum**

The Board of Education maintains a limited open forum where secondary students may meet for voluntary student-initiated activities unrelated directly to the instructional program, regardless of religious, political or philosophical content.

To provide "a fair opportunity" to students who wish to conduct a meeting, the Board of Education, in accordance with the provisions of the Equal Access Act, shall ensure that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. Employees or agents of the school or government are present at religious meetings only in a non-participatory capacity;
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school;
5. and non-school persons may not direct, conduct, control, or regularly attend activities of student groups (20 USC Section 4071[c]).

The Board prohibits student organizations whose activities may be unlawful or may cause disruption or interference with the orderly conduct of the educational process.

Administration is responsible for establishing regulations governing the use of school facilities by student organizations.

### **Eligibility for Attendance**

- Students assigned to out-of-school suspension will not be allowed to participate in or attend any after school activities, including but not limited to practices, games, team parties, dances, or other school events, on any dates of the suspension.
- In order for students to attend a school-sponsored function, it is necessary that students attend classes for at least one half (1/2) of the school day on the day of the activity, unless otherwise excused by the building administrator. One-half (1/2) of the school day is defined as follows:  
from 7:40 a.m. until 11:15 a.m. or from 11:15 a.m. until the end of the school day.

### **Academic Eligibility**

The Board of Education recognizes that academic performance is considered the most important aspect of our students' experience. This policy is designed to ensure that all students have ample opportunity to achieve academic success while balancing involvement in extracurricular activities.

While this policy establishes minimum acceptable performance levels, parents are encouraged to establish higher levels of achievement for their son or daughter, as they deem appropriate.

This academic eligibility policy applies to all South Seneca Central School District students in grades 9 through 12. It applies to all academic programs offered to South Seneca students including and not limited to all BOCES programs.

The Building Principal shall be the Superintendent's designee and is responsible for developing procedures to administer this policy. The Superintendent remains the final authority involving appeals as a result of the implementation of this policy.

For the purposes of this policy, definitions apply in our [Definitions section](#) below.

### **Extracurricular, Interscholastic and Co-curricular Activities**

School-sponsored activities in addition to coursework. Examples include but are not limited to the following:

- |             |                            |                             |
|-------------|----------------------------|-----------------------------|
| Athletics   | All County Music Festivals | Student Council             |
| Musicals    | Intramurals                | Dances (including the Prom) |
| Clubs       | Color Guard Exceptional    | Senior Contests             |
| Weight Room | Plays                      | Senior Privileges           |

Swing Choir                      Cheerleading  
Marching Band Homecoming (all week's activities)

Non-academic Field Trips

For a student in grades 9-12 to be eligible to participate in these activities, s/he must:

- Be enrolled in a minimum of four units of credit, plus physical education, for the marking period. The only exception is when students are unable to schedule the necessary number of units because of a lack of available courses.
- Demonstrate satisfactory progress in the instructional program as reported at the end of each ten five-week marking period.
- Meet the minimum requirements established in the attendance policy.
- Must be "in good standing" in terms of behavior, as defined by procedures found in the Student Handbook and the Athletic Handbook, both of which must be approved by the Board of Education.

The following stipulations apply:

1. Any student who has two or more failing grades and/or Incompletes *at any point* during the academic school year is placed on the Academic Warning List and is required to start and follow a corrective action plan with the help of teachers and administrators.
2. In order for any student to be removed from the Academic Warning List, s/he must receive, on the five-week marking period progress report no more than one failing grade and/or Incomplete. Students will remain eligible to participate in extracurriculars so long as they are participating in their corrective action plan. This policy is continuous from the end of one academic year into another.
3. Students who do not participate in their corrective action plan will be placed on the ineligible list. Any student on the Academic Ineligible List may not participate in any extracurricular activities, including sports and other practices.
4. The five-week marking period progress report is relevant to this policy **ONLY** in determining whether a student is able to be removed from the Warning List or the Ineligible List or to determine placement on the Warning List if the student has not previously been so identified (See also #1 above.).

## Appendix II ATTENDANCE LETTER EXAMPLES



South Seneca High School  
7263 Main Street, Ovid, NY 14521

Ph. 607-869-9636  
**Sarah Horton**, High School Principal

Fax: 607-869-9553  
**Sean Green**, 9-12 School Counselor

Dear

You are receiving this letter because we are concerned about attendance. As of ///22 he has been absent from school times which is % of the school year so far. Though some may be excused absences, we wanted to let you know the total number of days missed and see if there is anything we can do from our end to help support. Please reach out if there is.

Sincerely,

South Seneca High School Principal



South Seneca High School  
7263 Main Street, Ovid, NY 14521

Ph. 607-869-9636  
**Sarah Horton**, High School Principal

Fax: 607-869-9553  
**Sean Green**, 9-12 School Counselor

Dear

You are receiving this letter because we are concerned about late arrivals. As of ///, has been late to school times.

Please let us know if there is a barrier we can help with that is preventing from on time arrival.

In case didn't know, we have free hot cocoa on Tuesday and Wednesday mornings from 7:25-7:40 in room 112 if ever wanted to stop by!

Sincerely,

South Seneca High School Principal



## Definitions

**School Property** shall mean in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus as defined in Vehicle and Traffic Law Section 142.

**A School Function** shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

**Five Week Progress Report:** A five-week progress report is sent home to parents/guardians detailing student's academic progress of the five week period of time between each ten-week (quarter) making period.

**Ten-Week Marking Period:** One of the four quarters of the academic year the conclusion of which is marked by a report card detailing the student's *previous ten weeks* of academic progress.

**Academic Support period:** Students determined "At Risk" at the progress and marking period dates will have their Learning Labs changed to an Academic Support period to access a higher level of support. At Risk is defined as a student who, based on a review of their current course grades, their transcript, and projected opportunity to earn credits, is determined to not be on track for an on-time graduation.

Students will not be permitted to sign out of Academic Support unless prior arrangements have been made with a teacher to get specific remedial help or make up assignments. Cell phones will not be permitted for student use, but students are allowed to use Chromebooks or computers for school-related work.

**Academic Warning:** A period of probation resulting from a student receiving a failing grade and/or incomplete in two or more courses of study *at any point* during the academic year.

**Academic Ineligibility:** A student's status upon demonstrating inadequate participation in the corrective action plan, rendering the student ineligible to participate in any extracurricular activities.

**Corrective Action Plan:** A specific written agreement of actions, developed in partnership between the student, teacher, and family with administrative approval. The student will need to follow the plan in order to remain eligible to participate in extracurricular activities.