

SOLVAY HIGH SCHOOL

Handbook/Planner 2026 - 2027



Home of the Bearcats

“Experience the Pride”

LOCKER INSTRUCTIONS



TO OPEN:

Turn RIGHT two or more whole turns and stop at the first number.

Then turn LEFT one whole turn past first number and stop at the second number.

Now turn RIGHT and stop at the third number.

Lift locker handle.

This is issued to provide security for your possessions.

DO NOT ALLOW OTHERS TO KNOW YOUR COMBINATION.

Keep your locker locked at all times.

NOTE: Remove this page from your planner!!

Solvay High School - Locker Locations	
2nd Floor	
Locker #'s	Between Rooms/Location
1 - 12	223 & 225
13 - 30	227 & 229
31 - 44	229 & 231
45 - 59	231 & 233
60 - 74	233 & 235
75 - 85	230 & 228 (Power Closet)
86 - 103	228 & 226
104 - 113	226 & 224
114 - 143	215 & 213
144 - 158	211 & 209
159 - 267	Library Hallway
268 - 277	Library main doors & Front Hall
280 - 291	Left of stairway & 295
292 - 306	295 & 293
307 - 321	293 & 291
322 - 336	291 & 289
337 - 351	289 & 287
352 - 370	285 & 283
371 - 385	Near 283
2-623 thru 2-710	TAN LOCKERS
1st Floor	
Locker #'s	Between Rooms/Location
1-001 thru 1-027	Far right (West) hallway - 111
1-028 thru 1-042	109 & 107
1-043 thru 1-051	153 & 149
1-052 thru 1-065	147 & 145
1-066 thru 1-074	145a & 143
1-075 thru 1-090	143 & 141

Solvay High School

Student Planner

Property of:

Name _____

Address _____

City _____ Zip _____

Phone # _____



SOLVAY UNION FREE SCHOOL DISTRICT MISSION STATEMENT

**We develop confident,
continual learners who are
caring community members.**

ALMA MATER

*Of in the evening
When the shadows softly fall
You stand there so regal
Like a stately hall*

*We will ne'er forget thee
Though we may be far away
We will all adore thee
Dear Solvay*

*Solvay, dear old Solvay
Our home of high school days
Solvay, dear old Solvay
We will sing thy praise.*

Logo: Bearcat Paw

School Colors: Navy Blue and Orange

Mascot: Bearcat

STUDENT HANDBOOK/PLANNER

Solvay Union Free School District

Being an organized Bearcat means taking ownership of your learning and your time. It starts with coming to school prepared - having the right materials, knowing your schedule, and using your planner to keep track of assignments, tests, and activities.

An organized student plans ahead, meets deadlines, and doesn't wait until the last minute. It also means keeping your locker, backpack, and digital work in order so you can focus on learning instead of searching for what you need.

Most importantly, organization shows responsibility and pride in yourself and your school. These habits don't just help you succeed in high school - they prepare you for college, careers, and life beyond our walls.

Be prepared. Be responsible. Be proud to be a Bearcat.

Sincerely,

Mr. Russ Stanton, Principal

Mr. Neil Gottlieb, Assistant Principal

RELEASE OF INFORMATION:

In an effort to protect the safety and security of Solvay School District students, requests for Directory Information, to include Name, Address, Telephone Number(s), Date of Birth, Student Photographs/Videos, and Parent/Guardian Name, Address and Telephone Number(s) will be released as deemed appropriate by Solvay School District Administration.

If you do not wish to have this information disclosed, written notice must be provided to the Building Principal. A simple written, signed note stating, "Please do not release any Directory Information for my child {*Student Name*}", will suffice. The note may be delivered in person and/or mailed to: Principal, Solvay High School, 600 Gertrude Avenue, Solvay, NY 13209.

NOTE: All information in this document is accurate as of May 2026.

ADMINISTRATION:

Building Principal
Assistant Principal
Athletics

Mr. Russ Stanton
Mr. Neil Gottlieb
Mr. James Rolince

COUNSELING CENTER:

Director of Counseling
Counselor
Counselor
Clerical/Registrar

Mr. Brad Micho
Mrs. Michele Passalugo-Wales
Mrs. Kristine DeWaters
Mrs. Erin burns

SUPPORT SERVICES:

Psychologist
Social Worker, LCSW
Liberty Counselor
Peaceful Schools Coordinator
Promise Zone

Mrs. Sarah Paquette
Mrs. Christina Rufo
TBD
Ms. Anan Le
TBD

HEALTH OFFICE:

Nurse

Ms. Catherine Reeves

LIBRARY LEARNING COMMONS:

Librarian

Mrs. Stephanie Kenific

OFFICE STAFF:

Clerical (Main Office)
Clerical (Main Office)
Clerical (Athletics)
Athletic Trainer

Mrs. Vanessa Littles
Ms. Shannon Stein
Mrs. Melissa Ritchie
Mrs. Nicole Halloran

REVISIONS/MODIFICATIONS:

Solvay High School Administration reserves the right to revise, amend, or modify this document, and other policies and agreements. Notice of any revision, amendment, or modification may be posted in accordance with District policy.

DISTRICT OFFICE:

Mr. Jay Tinklepaugh, Superintendent of Schools
Mrs. Jessica Whisher-Hehl, Assistant Superintendent for Educational Services
Mrs. Karen Henry, Assistant Superintendent for Business
Mrs. Ellen Sheehan, Director of Special Education
Mr. Rory Malone, Director of Instructional Systems & Technology Support

2026-2027 BOARD OF EDUCATION:

Mrs. Elizabeth Schmidt, President
Mr. Joseph Barnello, Vice President
Mrs. Lena-Rose Orlando, Assistant Clerk
Mr. James Bligh, Member
Ms. Jessica Rolince, Member
Ms. Kathryn Brusa, Ex-Officio Student Member

ADMINISTRATIVE PERSONNEL:

Mr. Russ Stanton , Principal
Mr. Neil Gottlieb, Assistant Principal
Mr. James Rolince, Athletics

DASA COORDINATORS:

Mr. Russ Stanton, Solvay High School
TBD, Solvay Middle School
Mrs. Karen Pickett, Solvay Elementary School

STUDENT PLANNER COMMITTEE MEMBERS:

Russ Stanton, Principal
Neil Gottlieb, Assistant Principal
Jim Rolince, Athletics
Patty Bresnahan, Teacher
Gabby Moran, Teacher
Jillian Sherlock, Teacher
Kermit Buckman, Teacher/Content Specialist Mathematics
London Hameed, Student
Noah Salvagni, Student
Vanessa Littles, Typist

GENERAL INFORMATION:

Main Office	(315) 468-2551	Athletic Department	(315) 484-1400
Counseling Center	(315) 484-1401	Health Office	(315) 484-1402
FAX	(315) 484-1404	School Lunch Director	(315) 484-1403
Transportation	(315) 487-5842	Office Hours	7:00 AM – 3:15 PM

BELL SCHEDULE:

7:30 – 8:11	Period 1
8:14 – 8:57	Period 2
9:00 – 9:41	Period 3
9:44 – 10:25	Period 4
10:28 – 11:09	Period 5
11:13 – 11:54	Period 6
11:57 – 12:38	Period 7
12:41 – 1:22	Period 8
1:25 – 2:06	Period 9
2:10 – 2:45	Period 10 (extra help)

ONE-HOUR DELAY SCHEDULE:

8:30 – 8:56	Period 1
8:59 – 9:27	Period 2
9:30 – 9:56	Period 3
9:59 – 10:25	Period 4

Return to regular schedule at the end of 4th period.

TWO-HOUR DELAY SCHEDULE:

9:30 – 9:56	Period 1
9:59 – 10:27	Period 2
10:30 – 10:56	Period 3
10:59 – 11:25	Period 4
11:28 – 11:58	Period 5
12:02 – 12:32	Period 6
12:35 – 1:05	Period 7
1:08 – 1:36	Period 8
1:39 – 2:06	Period 9
2:10 – 2:45	Period 10 (extra help)

HALF DAY:

Dismissal at 10:24 AM

RESOURCES:
Community/School/Health/Mental Health
(Updated 09/08/2022)

Area code is 315 unless otherwise noted

In-School/Building Resources (Psychologist, Social Worker, Guidance Counselor)

Solvay Elementary School	488-5422
Solvay Middle School	487-7061
Solvay High School	468-2551

Emergency/Crisis

Basic Needs/Practical Assistance at Catholic Charities, 1654 W. Onondaga St.	424-1800
Booth House	471-7628
Contact 24 Hour Crisis Phone Line	251-0600
Salvation Army Family Shelter	479-1332
Vera House (Domestic Violence/Rape)	468-3260
Suicide Prevention Lifeline	273-8255

Free Clothing

First English Lutheran Church, 501 James St.	471-1678
Peace Inc. East Side Family Center, 202 S. Beech St.	470-3325

Food Pantries

Food Bank of CNY	437-1899
Inter-Religious Food Consortium, 222 Teall Ave.	474-8855
Northeast Community Center, 716 Hawley Ave.	472-6343
St. Cecilia's Solvay, 103 3 rd St.	487-0459
The Vineyard Church, 312 Lakeside Rd.	407-8463

Free Meals

Assumption Church, 810 N. Salina St. (lunch and dinner)	422-4833
Hopps Memorial CME Church, 1100 S. State St. (lunch)	476-7391
Samaritan Center, 310 Montgomery St. (breakfast, lunch and dinner)	472- 8156
St. Lucy's, 432 Gifford St. (lunch)	475-7273
True Vine Coptic, 111 Furman St. (dinner)	475-0280

Program Information/Referral Agency

Onondaga county Helpline	435-8300
Health/Home Care	472-7363

Conflict Resolution

New Justice Services	www.newjusticeservices.org	471-4676
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Counseling: Individual, Group and/or Family

Alcohol and/or Substance Abuse Services (Prevention Network)	471-1359
ARISE Child/Family Services	472-3171
Brownell Center for Behavioral Health (Liberty Resources)	472-4471
Helio Health (formerly Syracuse Behavioral Health)	471-1564 x120
Integrative Counseling Services	699-5123
Mental Health Association of Onondaga County	445-5606
Onondaga County Mental Health Outpatient Services, 530 Cedar St.	435-7707
Psychological Health Care Services, 3300 James St.	422-0300
St. Joseph's Outpatient Mental Health, 742 James St.	703-2700/2800
SUNY Upstate Department of Psychiatry, 713 Harrison St.	464-3100

Crisis Counseling/Services

ACCESS Team	463-1100
C-PEP (Comprehensive Psychiatric Emergency Program) – St. Joseph's Hospital	448-6555
Upstate Hospital Emergency Room/Golisano Children's Hospital	464-4363
Suicide & Crisis Hotline	251-0600

Shelters & Housing

Barnabus House	475-9744
Booth House	471-7628
Emergency Shelter	479-1332

Health Care/Health Clinics/Medical

Amaus Health Services, 259 E. Onondaga St.	424-1911
Child Health Plus	435-6808
Medicaid	435-2928
Onondaga County Health Department	435-3252
Planned Parenthood	423-9961
Poverello Health Clinic, 801 N. Salina St.	423-9961

Bereavement

Hope for the Bereaved	475-4673
Hospice	634-1100

Child Abuse

NYS Reporting Hotline	1-800-342-3720
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For more resources see the school social workers web page at solvayschools.org, link on high school page.

2026-2027 Solvay Union Free School District Calendar										
SEP	M	T	W	Th	F					
		1	2	3	4					
	7	8	9	10	11					
	14	15	16	17	18					
	21	22	23	24	25					
OCT	28	29	30							
				1	2					
	5	6	7	8	9					
	12	13	14	15	16					
	19	20	21	22	23					
NOV	26	27	28	29	30*					
	2	3	4	5	6					
	9	10	11	12	13					
	16	17	18	19	20					
	23	24	25	26	27					
DEC	30									
		1	2	3	4					
	7	8	9	10	11					
	14	15	16	17	18					
	21	22	23	24	25					
JAN	28	29	30	31						
					1					
	4	5	6	7	8					
	11	12	13	14	15					
	18	19	20	21	22					
FEB	25	26	27	28	29					
	1	2	3	4	5					
	8	9	10	11	12					
	15	16	17	18	19					
MAR	22	23	24	25	26					
	29	30	31							
	1	2	3	4	5					
	8	9	10	11	12					
APR	15	16	17	18	19					
	22	23	24	25	26					
	29	30	31							
				1	2					
	5	6	7	8	9					
MAY	12	13	14	15	16					
	19	20	21	22	23					
	26	27	28	29	30					
	3	4	5	6	7					
JUN	10	11	12	13	14					
	17	18	19	20	21					
	24	25	26	27	28					
	31									
		1	2	3	4					
JUL	7	8	9	10	11					
	14	15	16	17	18					
	21	22	23	24	25					
	28	29	30							

BOXED OR **SHADED** DAYS INDICATE NO SCHOOL FOR STUDENTS

September 2 – Staff Development Day
 September 7 – Labor Day
 September 8 – First Day for Students
 October 12 – Columbus/Indigenous People Day
 October 30 – Half Day for PreK-4*
 November 9 – Staff Development Day
 November 11 – Veterans Day Observed
 November 25-27 – Thanksgiving Recess

December 24 – Jan. 1 – Holiday Recess
 January 18 – Martin Luther King Day
 January 26-29 – Regents
 February 1 – Begin 2nd Semester

February 15-19 – Presidents' Day/Lunar New Year/Winter Recess
 March 9 – Staff Development Day
 March 26 – Good Friday
 April 12-16 – Spring Recess
 May 14 – Staff Development Day
 May 31 – Memorial Day
 June 15-24 (except June 18) – Regents
 June 24 – Last Day for Students
 June 25 – Regents Rating Day/Staff Development Day

NYS Assessment Windows:
 • Gr. 3-8 ELA & Math, Gr. 5 & 8 Science – April 15-May 14
 • NYSESLAT Speaking & Writing

Adopted: 1/12/2026

ACCIDENTS:

All injuries to students and staff while on school property or at school activities must be reported to the Health Office as soon as possible after the occurrence. The school nurse will inspect the injury and take the necessary steps, including the filing of an accident report.

BUS SCHEDULES:

Students will be informed of bus schedules prior to the start of school each year. After arriving at school, students are not to leave school property without parent permission and without an early dismissal pass from the Attendance Office.

EMERGENCY SCHOOL CLOSINGS:

- In the event of a closure or delay, notice will go out via Parent Square, email, and appear on the district home page at www.solvayschools.org. In addition, information regarding emergency school closings that may be necessary will be available on the following television and radio stations: CNY Central (Channels 3 & 5), Local SYR (Channel 9), Time Warner News (Channel 10), WSYR 570 AM or 94.5 FM, WNTQ 93.1 FM, WTKW 99.5 FM, WSEN 92.1, and WCNY 91.3 FM.
- The decision to close or delay school openings will be made, if possible, prior to 6:30 a.m.
- In the event that an emergency situation occurs during the school day, early dismissal will be implemented. This may be required due to a severe weather situation or a condition rendering the building unsuitable for instructional purposes (i.e. power outage). Early dismissal will be announced on the radio and tv stations listed above.
- Closings will also be posted on the web at www.solvayschools.org

EMERGENCY PROCEDURES / REGULATIONS:

All persons in the building are required to comply with established emergency procedures when activated. Tampering with emergency equipment (fire alarms, extinguishers, defibrillators, exit signs, security cameras/systems, sensors, etc.) is strictly forbidden. Failure to comply with this policy may result in suspension and/or legal action. Bomb threats will be prosecuted to the fullest extent of the law.

FIRE AND SAFETY DRILLS:

Fire and safety drills will be conducted throughout the school year consistent with Section 807 of NYS Education Law. Directions for fire and safety drills are posted in each room and are to be followed without exception.

FUNDRAISING:

Fundraising related to school programs must have the approval of the administration. Fundraising/sales for personal gain is prohibited.

HEALTH SERVICES:

Students who become ill at school should report to the Health Office with a signed planner/pass. Students leaving school due to illness must be released by the nurse. After making an assessment, the nurse will contact the parent/guardian if the illness or injury needs treatment during the school day. Parents/Guardians: please be sure to update your phone numbers on file at school and also the phone numbers of your child's emergency contacts in the event you are unavailable.

In the case of extended illness (5 or more missed school days), assignments may be obtained by calling the Guidance Office at 315-484-1401. For long term absences (i.e. extended illness, disability or surgery), contact both the Nurse and the Guidance Office.

Medication: All medicines (including both “over-the-counter” and prescription medications) used by students during the school day require a physician’s written permission. Per NYS law, the school nurse may administer medication to students only when the following have been satisfied:

1. A written request from the parent/guardian to administer the medication.
 2. A written order from the physician or dentist stating the name of medication, dose, time(s) of administration, possible side effects, and duration of treatment.
 3. The medication has been delivered to the nurse by the parent/guardian.
- Medication must be in its original container.

Students may not carry any medication during school hours or at school activities. (Exception: Asthma inhalers and Epi-Pen, with authorization established as above, may be carried by the student for emergency use). Any student found with unauthorized medication (including “over-the-counter” preparations/supplements/vitamins/cough drops) will be held in violation of the drug policy.

Please note: The above requirements also apply to overnight field trips sponsored by a school organization. If your child will be attending such a field trip during the school year or during a school vacation but sponsored by a school organization, please consult the school nurse at 315-484-1402 for the required written permission your child will need.

LIBRARY LEARNING COMMONS:

Welcome to the Library Learning Commons (LLC)! It is our goal to help students discover what they love most in life, excel in academics, and pursue their goals and interests. We do this by providing flexible space, resources and assistance. We are not a traditional silent library. Students are encouraged to work collaboratively, share ideas and practice skills. The Library Learning Commons is open from 7:30 a.m. to 2:45 p.m. and our digital resources are available 24/7 at <https://sites.google.com/solvayschools.org/solvay-high-school-library/>.

Students who visit the library are expected to:

- Act in a way that demonstrates kindness and respect for themselves, other students, and staff
- Use the space and materials available in the library for self-improvement and enrichment
- Not consume drinks or food in the library
- Interact in a way that does not interfere with others’ ability to use the library

Procedures:

- Students may visit the library once per day during their assigned study hall periods. They must wait for their study hall teacher to arrive, check in for attendance, and follow the study hall teacher’s procedures for asking to leave.
- Students may only visit the library during their lunch periods if they request a pass from the librarian in advance.
- Students must arrive promptly after leaving the study hall for lunch.
- Students should not expect to return to study hall or visit another teacher’s classroom; this means that a spot in the library could have gone to another student.

Library iStaff:

The iStaff is a group of students who assist with the day-to-day operation of the library as well as with long-term planning. Members have input on what is available in the library, what events we host, and how the space looks and feels. We meet monthly in the library after school. An application to join iStaff will become available each September.

The library also hosts a weekly book club; anyone is welcome to join at any time, because we are all reading different books! Meetings can involve sharing what we're reading at any given time, playing book-related games, and designing crafts to show off our love of reading. Listen for meeting dates on the announcements!

LOCKERS:

Each student is assigned an individual hall locker at the beginning of the school year. Lockers and combinations should not be shared with others and should be kept locked at all times. Lockers may not be written on or permanently decorated. Hall, gym, and instrument lockers are school property and students have no expectation of privacy regarding their use and items stored in their locker. School district administrators have the right to randomly search lockers at any time if it is deemed necessary, as the school owns and control all lockers. The lockers are secured only to maintain privacy between students and should only be used for the storage of school-related material. Students should not expect privacy in anything that is placed in the locker. At the end of the school year, the locker should be completely clean or contents will be discarded. Any locker problems should be reported to the main office.

LOST AND FOUND:

Students who lose items should check to see if they have been turned in to the nurses office. Found articles should be taken to the nurses office.

PASSES:

Between 7:30 a.m. and 2:45 p.m., students in the hallway must have their planner/ a pass with proper teacher signature and/or be signed out utilizing "Smart Pass". A pass is for one student only, and issued if a student is detained at the end of class by a teacher, nurse, principal, librarian, counselor, etc. Lavatory passes are to be used only on the floor from which the pass was issued.

- Be reasonable in your requests for a pass.
- Only you can use your planner; it is not transferable.

STUDENT LUNCH PROGRAM:

- Lunch is served from 10:28 a.m. – 12:10 p.m. Students will be given only one student lunch. Additional items must be purchased a la carte.
 - Breakfast is served from 7:00 a.m. – 7:30 a.m. each day, except when there is a school delay, half-day and when lunch is not served.
 - The district policy does not allow high school students to borrow/charge money for lunch from the cafeteria cashiers.
 - The Food Service Program encourages prepayments. Options for prepayment:
 - During the student's lunch period
 - Online at www.myschoolbucks.com
 - Mailed to:
Solvay Food Service Program
Solvay High School
600 Gertrude Avenue
Solvay, NY 13209
- If you have any questions or concerns, please contact Michael Herr, Food Service Director at 315-484-1403

STUDENT PARKING:

There are a few parking spaces available for student parking. The spaces are along the "strip" and are the ones after the crosswalk toward Fourth St. These are available on a first come basis. The Village of Solvay has designated specific parking spots on the streets. All village parking regulations apply (odd/even, etc.). Cars parked on school grounds are subject to search.

STUDENT PHONES/ELECTRONIC DEVICES:

Students may obtain permission to use an office phone to call a parent/guardian in case of an emergency. Cell phone use is not permitted. Having a cell phone out during the school day may result in confiscation. Disciplinary action may also be taken.

Electronic devices that are brought into the school setting are done so at the student's own risk. The school district assumes no responsibility for damage, loss or theft of personal electronic devices on school property or at any school activity/function.

TEXTBOOKS:

Students are expected to treat textbooks and other materials properly and to pay for or replace them if lost or damaged. Each book is numbered and a complete record of all books issued is maintained. Lost, damaged or stolen books will only be replaced if the required fee is paid in the main office.

THEFTS/MISSING ITEMS:

Students should report all suspected thefts/missing items to the main office. All valuables should be locked in PE locker or hallway locker, not left unattended.

WORK PERMITS (HEALTH OFFICE):

Students who are required to have work permits may obtain them from the health office. Forms can be picked up between 7:30 am and 2:45 pm in the health office. Requirements are as follows: Complete physical within the last 12 months, and a parent/guardian signature on the form. Forms are also available on our website (www.solvayschools.org), HS page.

ACADEMIC INFORMATION**ACADEMIC CELEBRATION:**

For a student to participate in the Academic Celebration, he/she must meet one or more of the following criteria:

- 3 consecutive marking periods with 85+ % GPA
- Graduating with honors
- NHS inductee
- Presidential Academic Award winner

ACADEMIC DISHONESTY/PLAGIARISM:

What is Plagiarism? - Plagiarism is the act of stating or implying that another person's work is your own.

You commit plagiarism if you...

1. submit a paper to be graded or reviewed that you have not written on your own.
2. copy answers or text from another classmate and submit it as your own.
3. quote or paraphrase from another paper without crediting the original author.
4. cite data without crediting the original source.
5. propose another author's idea as if it were your own.
6. fabricate references or use incorrect references.
7. submit someone else's presentation, program, spreadsheet, or other file with only minor alterations.

Most importantly, students must understand that all cases of academic dishonesty may result in the consequences listed in the district's disciplinary policy. Thus, pupils should consult their teachers, administrators and/or knowledgeable staff for the best ways to avoid academic dishonesty and for the correct methods used in proper documentation of sources.

Source note: The material listed above comes from the Purdue Owl Online Writing Lab site, accessed under the legal concept of "Fair Use," allowing use of information for educational purposes.

ADMISSION AND WITHDRAWAL:

Students eligible to attend Solvay High School are those whose parents or guardians are residents of the Solvay Union Free School District. Students who transfer in to the SUFSD from another district must reside with a parent or guardian. Exceptions to this must be approved by the Superintendent of Schools.

Students new to the school must be enrolled through the Registrar. Students who are withdrawing from school for any reason must complete the withdrawal procedure. This should be initiated at the Counseling Center. Returning students will be notified during the summer of procedures to be followed at the beginning of the school year.

AFTER SCHOOL (10th PERIOD):

After school academic assistance is generally offered from 2:10 pm – 2:45 pm, Monday-Thursday. Teachers are generally available during this time period for any student wishing to seek extra assistance in any academic area. Students may only stay after for sports, clubs, or academic support. Students are not allowed to stay for any other reason.

CHROMEBOOKS/TECHNOLOGY EXPECTATIONS

It is the district's expectation that the students will be responsible to care for their Chromebook/other school loaned technology, which includes bringing it to school, charged, every day. Lost and/or damaged technology items will be billed to Parent/Guardian.

CLASS RANK POLICY:

Level I: All college level courses are weighted at 1.06

Level II: All honors level courses are weighted at 1.03

Level III: All NYS Regents courses and all general courses are weighted at 1.00

Class Rank Calculation Formula: Class rank will be calculated first at the end of a student's junior year of high school or at the end of six semesters. All credit-bearing courses will be used. As in the past, full year (1 unit) courses will be calculated twice. Half-year courses (1/2 unit) will be calculated once. Courses taken in summer school, which the student failed to complete successfully within the school year, will be calculated once. Class rank will also be calculated after the 1st semester of the student's senior year or at the end of the seventh semester. The rank calculated at the end of the seventh semester will be communicated to colleges and universities for admission purposes. A student must be enrolled and have earned course grades from Solvay High School for at least three (3) consecutive semesters immediately preceding the date of the first class rank calculation to receive designation as class valedictorian or salutatorian.

COUNSELING & CAREER CENTER:

The Counseling & Career Center is located on the first floor by the main office. The counselors work with students concerning scheduling, graduation requirements, college and career decisions and personal matters. Students who need to see their counselor during the school year should schedule an appointment.

COUNSELING SERVICES:

Counselors are here to help students requesting assistance with their high school program, post high school plans and personal problems. We encourage students to make good use of their services. The following are procedures for appointments: 1) obtain a required pre-signed pass; 2) keep the appointment and be prompt; and 3) EMERGENCIES are handled immediately.

FINAL AND MID-TERM EXAMINATIONS:

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 will result in a zero for the examination grade.

GRADES:

Students are encouraged to reach a high scholastic average, as well as to perform to the utmost of their abilities. Grade reports are issued quarterly to indicate to the student and parents how well the student is performing. The quarterly average is a composite of grades received in class work, homework, quarterly examinations, unit test scores and class participation.

All quarterly grades in grades 9-12 will be numerical (a percentage) with the exception of averages 49 and below. Such grades will be recorded as "F-" initially.

All final exams, final course grades and school averages will be numerical. A student will receive credit for a course if the final average is 65 or better; see specific graduation requirements. High Honor Roll GPA will be equivalent to 90.0 and above and Honor Roll GPA will be equivalent to 85.0-89.9. Any student receiving a grade below 65, regardless of their overall average, does not qualify for honor roll status.

GRADE REPORTING:

Report cards are posted to SchoolTool four times during the school year. Students who receive an "incomplete" must make up their work within five school days. A student will receive a "zero" for any work not completed in the allotted period. The teacher will then re-submit the appropriate grade.

If a student receives a failing final grade in physical education in 9th, 10th, or 11th grade, he/she will be required to complete the work in the following year if it is not made up by the end of the semester. Seniors will not receive their diplomas until physical education is completed either in the summer or in the following school year.

Students are not required to re-take courses for which they receive no credit unless that specific course is a requirement for graduation.

MAKE-UP WORK:

Students must take the initiative, contact the teacher to ask about make-up work or tests and make the necessary arrangements immediately upon returning to school, and must understand that they may be required to stay after school to make up this work. Students who are truant or who have unexcused absences may not be permitted to make up work and will receive zeroes for all work missed.

NATIONAL HONOR SOCIETY:

Solvay High School is a member of the National Honor Society of Secondary Schools. The objective of this chapter is to create enthusiasm for scholarship, service and leadership, and to encourage development of character among students at Solvay High School.

Key NHS Points:

- Cannot apply to NHS – it's an honor bestowed
- 85% and above GPA necessary and recommended by at least two faculty members
- Exemplify character, leadership, scholarship and community service
- Attendance at meetings is required with no more than 3 absences for the school year
- Ten hours of community service per year
- Participation in community service projects (Rescue Mission, Samaritan Center, Ronald McDonald House, Golisano's Children's Hospital, Making Strides Against Breast Cancer, Relay For Life, gifts for the needy, food drive for local pantry, etc.)
- Open House and Awards Night participation
- Planning Academic Celebration
- Participation in academic competitions (Double Down, Master Minds, etc.)
- If behavior in school requires disciplinary action by the principal or assistant principal, membership may be revoked.

SCHEDULE CHANGES:

All student schedule changes should be completed within the first 10 school days of the semester. Students are to continue attending classes as scheduled until the schedule changes have been completely processed. Unless an extenuating circumstance exists, absolutely NO teacher changes will be made. Administrative approval must also be received.

A student cannot request a level change for a full year course until the end of the first marking period and NO requests will be considered after the 15th week of school. The request must be made to the student's counselor. A conference, if necessary, will be held between the student, parent, teacher, school counselor and principal.

A student cannot drop a required course; the school counselor will determine if a class is required. If the student will still have 6 credits, he/she can drop an elective class within the following timelines: Full Year Course = 13 weeks Half Year Course = 7 weeks

If the course is dropped after these deadlines, the student receives an F- (49) and is assigned to a study hall.

STUDENT COURSE LOAD (BONA FIDE):

Students shall carry at least 6 credits each year. Classes taken outside the normal school day, such as Co-op/Work Study, do not count toward fulfillment of this requirement. Under extenuating circumstances, the Superintendent of Schools may waive this rule for special cases, such as a fifth year student who has not met necessary requirements for graduation, and for other special situations.

STUDENT REGENTS REQUIREMENTS

<i>Regents Diploma</i>		<i>Advanced Designation Diploma</i>	
English	4	English	4
Social Studies	4	Social Studies	4
Math ²	3	Math	3
Science ²	3	Science	3
Foreign Language ¹	1	Foreign Language ³	3
Art/Music	1	Art/Music	1
Health	.5	Health	.5
Physical Education	2	Physical Education	2
Electives	3.5	Electives	1.5
Total	22.0	Total	22.0

Required Exams (Passing score of 65 and above)	Required Exams (Passing score of 65 and above)
English Common Core	English Common Core
Algebra Common Core	Algebra Common Core, Geometry Common Core, & Algebra 2/Trigonometry Common Core
Regents Global Studies	Regents Global Studies Exam
Regents U.S. History	Regents U.S. History Exam
Regents Science	Two Regents Science Exams

¹Students are required to have completed one unit of credit in a foreign language by the end of their freshman year.

²An integrated course in mathematics/science/technology may be used as the third required unit of credit in mathematics or science.

³ Students acquiring 5 units of credit in Art, Business, Technology or Vocational Education may be exempt.

OCC ADVANTAGE:

The Onondaga Community College (OCC) Advantage program, launched in 2016, is a college and career-readiness program offered to freshmen entering high school at participating area schools. The program supports the development of skills, behaviors, and habits that prepare a student for success in high school, college, and ultimately for their career. Students who successfully complete the OCC Advantage program while in high school have proven to be more successful in college than those who do not participate in any collegiate readiness program. Students must sign up for OCC Advantage by March 1st of Freshman year.

The OCC Advantage program may also provide students with limited funding. This funding is not a scholarship. To be eligible for this limited funding, OCC Advantage students are required to

- Be part of a household that has an adjusted gross income of \$125,000 or less,
- Matriculate (enroll) full-time in an associate degree program at Onondaga Community College within one year following high school graduation from their school district, and
- Apply for, qualify for, and accept federal and New York State financial aid, including Pell, NYS TAP, and the NYS Excelsior Scholarship.

After all federal and state aid (which includes Pell, NYS Tap, and the NYS Excelsior Scholarship) is accepted and awarded to the students, OCC Advantage program funding is then applied to the student's account to cover any balance associated with the direct costs of attendance, excluding housing and meal plan costs, at Onondaga.

Students will be financially responsible for required textbooks, supplies, transportation, Summer or Winter session tuition, room and board (if applicable), and all other indirect college or program fees.

Students who receive bills during the processing period should contact the Early College Pathways Office at OCC to confirm the status of their account.

By signing this statement of understanding, the student and their parent or guardian indicate understanding of the following criteria which are required of each participant to remain in the program:

WHILE IN HIGH SCHOOL

1. Attend and complete required programming at OCC. OCC Advantage students in each grade level participate in college readiness programming that includes topics such as career exploration, and strategies for success in college and career. This programming typically takes place at Onondaga Community College.

2. Grade Point Average – maintain the following end of year high school GPA (on 100-point scale):

- a. Sophomore year – 73%
- b. Junior year – 75%
- c. Senior year – 75%

3. Meet attendance requirements by not exceeding the number of unexcused absences per high school year, as shown below:

- a. Sophomore year – 8 days
- b. Junior year – 7 days
- c. Senior year – 6 days

4. Complete community service as required by their high school.

5. Apply to Onondaga Community College by March 1st of their senior year at high school. Students are not required to attend Onondaga Community College to participate in the OCC Advantage program while in high school. However, only high school graduates who meet the requirements and who enroll in the fall or spring semester immediately following their high school graduation as a full-time student at Onondaga Community College will be eligible to program funding towards an associate degree from OCC.
6. Complete the following financial aid applications by May 15th of senior year:
 - a. Free Application for Federal Student Aid (FAFSA) OCC's FAFSA College Code is 002875
 - b. New York State Tuition Assistance Program (TAP) OCC's TAP code is 2185.
 - c. New York State Excelsior Scholarship

WHILE ENROLLED AT ONONDAGA COMMUNITY COLLEGE

1. Participate in the Onondaga Community College welcome activities and orientation programs prior to beginning freshman year.
2. Maintain full-time enrollment every semester (minimum of 12 credits but suggested 15 credits per semester) with completion of 30 credits per academic year. Summer courses may be used to fulfill the 30 completed credits requirement, at the expense of the student. Degree applicable college credits completed during high school, such as CCN or transfer credits, may be banked and used toward fulfilling 30 completed credits per academic year requirement.
3. Maintain continuous enrollment- students must enroll every fall and spring until their degree is completed, or two-year eligibility period is met, whichever comes first.
4. Annually complete their application for Financial Aid by May 15th, including the completion, and acceptance, of:
 - a. Free Application for Federal Student Aid (FAFSA) OCC's FAFSA College Code is 002875
 - b. New York State Tuition Assistance Program (TAP) OCC's TAP code is 2185.
 - c. New York State Excelsior Scholarship
5. Maintain a cumulative GPA (on a 4.0 scale) of at least:
 - a. 1st semester – 2.2
 - b. 2nd semester – 2.2
 - c. 3rd semester – 2.5
 - d. 4th semester – 2.5
6. Participate in at least one Onondaga service event, which includes but is not limited to volunteering at Open House, Unity Day, Orientation, or various OCC Advantage events.

STUDENT RECORDS:

Students may consult with an administrator or counselor at any time concerning the contents of their school records.

SUMMER SCHOOL:

Summer school is conducted for the purpose of enabling students to meet a variety of academic needs. Both repeat and full credit courses can help students make up work, to improve skill competencies or to enrich their regular school experiences.

In our program, we do all that we can to feature successful teaching and learning. Enrolled students are obligated to meet teacher performance expectations and to comply with all summer school rules of conduct.

Summer school is a privilege and a student must earn the right to re-take a failed course in summer school by demonstrating the following:

1. He or she must achieve a final average of at least 50% in the failed course or have principal's approval.
2. He or she must have completed the course by meeting all the attendance policy requirements and sitting for the final exam.

The student's counselor will review the record and determine eligibility to re-take a failed course according to the above criteria. If denied access to a summer school course, the student may appeal the counselor's determination by petitioning the high school principal in writing for an informal hearing. The principal's informal hearing on an appeal will consist of a review and verification that all applicable policies and procedures were followed and that any failure of the student to meet all criteria was due to his or her own action or lack thereof.

Decisions of the principal are final.

TESTING OUT OF CLASS:

If a student has completed a course and failed it and wishes to test out of the class at mid-year, he/she must meet the following criteria:

1. If the course was offered in summer school, the student must have failed the completed course twice. However, if the course was not offered in summer school, the student must have failed the completed course once. Meeting the attendance policy requirements and sitting for the exam determine the completion of the course.
2. The student must pass the first and second marking period with a minimum grade of 65 in each marking period.
3. The student must also pass a departmental assessment with a minimum grade of 65.
4. The student may test out of a class with the approval of the building principal. Administrative approval will be granted upon meeting the above criteria and by receipt of a counselor/teacher recommendation.
 - 4.1 Counselor/teacher recommendation will be made after careful consideration of the anticipated impact upon the student's successful completion of his/her curricula sequence.

STUDENT/PARENT/SCHOOL COMPACT

The school and parents working cooperatively to provide for the successful education of the children agree:

THE SCHOOL AGREES:

- To offer a flexible number of meetings at various times.
- To offer parents opportunities to be involved in activities at the school.
- To give parents information about school meetings and events.
- To communicate with families in plain, simple language.
- To welcome parents in school.
- To use a variety of teaching methods based on current research.
- To provide parents with timely information about all programs.
- To provide performance profiles and student assessment results for each child.
- To deal with communication issues between teachers and parents through:
 - o Parent-teacher conferences
 - o Frequent reports on student progress
 - o Access to staff
 - o Opportunities to volunteer and participate in their child(ren)'s class/activities
- To use a variety of venues to convey information including:
 - o District mailings
 - o District web page
 - o Parent information night
 - o Parent/student orientations
 - o Parent/administrator liaison meetings

THE PARENT/GUARDIAN AGREES:

- To provide a positive and healthy learning environment at home.
- To be in touch with my child(ren)'s teachers.
- To talk to my child(ren) about school.
- To attend parent/teacher conferences and parent information night.
- When possible, attend parent advisory group meetings
- To visit the school, to volunteer, or to attend a school event on a regular basis.
- To monitor my child(ren)'s:
 - o Attendance
 - o Homework
- To share the responsibility for improved student achievement, such as check attendance and homework progress.
- To show respect and support for my child, his/her teachers, and the school.
- Review Code of Conduct

THE STUDENT AGREES:

- To do my best in my work and my behavior.
- To work cooperatively with my classmates.
- To show respect for myself, my school, and other people. Examples include: attendance, school dress code, cell phones.
- Be your own advocate
- To obey the school rules: review agenda.
- To come to school prepared with my homework done.
- To ask questions when I don't understand: stay after, attend early, appt. with teacher.
- To take pride in my school: attend school functions, sports.
- Obey school rules.
- Come to school on time.
- Share what is happening in school.

STUDENT MANAGEMENT PROCEDURES

DISCIPLINARY CODE

All disciplinary actions taken by the administration will be recorded in a file in the main office separate from the student's academic file. Parents are notified by mail, email or by phone of any actions taken. Disciplinary actions are cumulative for the year. (Any suspension, whether in school or out of school, will include a loss of participation in extracurricular activities for the duration of the disciplinary period. Students are not allowed on school grounds for any reason during the period of out of school suspension.)

The corresponding disciplinary actions will apply to all students on school property and at school-sponsored activities. This includes school buildings, school grounds, school buses, etc. The consequences that follow are a "guide" to the school administration. They may be modified or changed (up or down) due to individual circumstances. This decision is to be determined by the high school administrator dealing with the student. The listed sanctions are advisory and, as a general rule, discipline will be progressive. However, the district may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue.

Additionally, the Student Code of Conduct will be reviewed and consequences applied where applicable.

SCHOOL-WIDE RULES:

1. Follow all directions of the faculty and staff.
2. Fighting and/or inappropriate behavior in school are prohibited.
3. Items which are deemed inappropriate for the educational environment are not allowed and will be confiscated.
4. Use/Under the influence or possession of tobacco related products, e-cigarettes, lighters or matches, drugs or alcohol (anywhere on school property, in school buildings and/or at a school sponsored event) is prohibited.
5. Students are to be in assigned areas. Passes or a signed planner are required to leave either an assigned area or the building.
6. Vandalism will not be tolerated.
7. Electronic device use to include cell phone, headphones, etc is not permitted. Having a cell phone out during the school day may result in confiscation. Disciplinary action may also be taken.
8. Electronic devices that are brought into the school setting are done so at the student's own risk. The school district assumes no responsibility for damage, loss or theft of personal electronic devices on school property or at any school activity/function.
9. Any device deemed to be potentially hazardous is not permitted on school property.
10. Once students arrive on school property, they must remain on school property unless given permission to leave by an administrator.
11. NO skateboards, hoverboards, rollerblades, electric bikes and/or scooters are allowed on school property at anytime, including lockers.

CLASSROOM RULES:

1. All students will be in their assigned rooms and classes ready to work when the bell rings.
2. All students will be prepared for each class with all their necessary materials.
 - a. Students will have their textbooks, pen/pencil, paper, ruler, Chromebook if required, notebooks, planner, etc.
 - b. Any homework that is due will be ready to hand in.
3. Class time is to be used constructively.
 - a. Students will work in class on teacher-designated assignments, projects, lessons, etc.
 - b. Personal reading and writing, or passing notes is not constructive use of time.
 - c. Inappropriate discussions between students will not be allowed.
 - d. Sleeping is not allowed in the classroom.
4. Students will show respect for themselves, others, and all school property.
 - a. There will be no ridicule towards others.
 - b. Teacher directions will be followed at all times.
 - c. Vandalism of school property or the property of others will not be allowed.

STUDY HALL RULES:

1. Students will be courteous and cooperative with the study hall teachers.
2. Students assigned to study hall in the cafeteria are expected to remain in their assigned seat.
3. Students will bring all books and study materials needed for study hall.
4. Food and drink will not be allowed in the classroom during study hall.
5. Students who need to go to their lockers may be allowed to do so at the discretion of the study hall teacher.
6. Students who need to use the restroom during study hall must have their planners signed and use the restroom nearest to their study hall. Pass time will be limited.
7. Students will have their planners pre-signed if they are planning to go to another classroom or location in the building to meet with a teacher.
8. Study halls are to remain quiet so that students can prepare and complete assignments for class. Students will not do anything to disrupt others.

HALLWAY RULES:

1. Unacceptable language in the hallway will be dealt with the same as in the classroom.
2. All students are expected to have their own planner/a pass during instructional time and are expected to present it upon request.
3. Proper conduct/decorum in the hallways will be strictly enforced. There will be no pushing, shoving, pinching, slapping, punching or any public displays of affection. Even if you consider these things to be "friendly gestures", they are not. Further, they impede efficient movement from classroom to classroom; are a disruption; a danger to others walking in the halls; and are inappropriate.

CAFETERIA RULES:

1. There is to be no cutting in the lunch lines.
2. Students are to know their ID numbers.
3. Students are responsible for dumping their own trash.
4. Only students in lunch/studyhall are permitted in cafeteria.
5. Leaving the cafeteria during the period is only permitted with a pass.

BULLYING: PEER ABUSE IN SCHOOLS:

Dignity For All Students Act

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission. Since cyberbullying is a form of bullying, the term "bullying" as used in this policy will implicitly include cyberbullying even if it is not explicitly stated. The District condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination and/or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Dignity Act Coordinator SHS – Russ Stanton, Principal

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The Board of Education shall appoint the Dignity Act Coordinator(s) and share the name(s) and contact information with all school personnel, students, and parents/persons in parental relation, which shall include, but is not limited to, providing the name, designated school and contact information by:

- a) Listing such information in the Code of Conduct and updates posted on the Internet website, if available;
- b) Including such information in the plain language summary of the Code of Conduct provided to all persons in parental relation to students before the beginning of each school year;
- c) Providing such information to parents and persons of parental relation in at least one district or school mailing or other method of distribution including, but not limited to, sending such information home with each student and, if such information changes, in at least one subsequent district or school mailing or other such method of distribution as soon as practicable thereafter;
- d) Posting such information in highly visible areas of school buildings;
- e) Making such information available at the district and school-level administrative offices.

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position.

Training and Awareness

Each District and Charter School shall establish guidelines for training which shall be approved by the Board of Education. Training will be provided each school year for all District employees in conjunction with existing professional development training to raise staff awareness and sensitivity of bullying, discrimination and/or harassment directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from bullying, discrimination and/or harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to bullying, discrimination and/or harassment, as well as ensuring the safety of the victims. Instruction in grades Kindergarten through 12 shall include a component on civility, citizenship and character education. Such

component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, "tolerance," "respect for others" and "dignity" shall include awareness and sensitivity to bullying, discrimination and/or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes. Rules against bullying, discrimination and/or harassment will be included in the Code of Conduct, publicized District-wide and disseminated.

Reports/ Investigations of Bullying/Cyberbullying, Discrimination and/or Harassment

Any student who believes that he/she is being subjected to bullying/cyberbullying behavior, discrimination, and/or harassment as well as any other person who has knowledge of or witnesses any possible occurrence of such, shall report the behavior to any staff member or the Building Principal. The District will investigate all complaints of bullying/cyberbullying, discrimination and/or harassment, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws. The District will annually report material incidents of bullying, discrimination and/or harassment which occurred during the school year to the State Education Department. Such report shall be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline or such other date as determined by the Commissioner.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

Any person who has reasonable cause to suspect that a student has been subjected to bullying, discrimination and/or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of bullying, discrimination and/or harassment.

Cyberbullying Behavior

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur both on campus and off school grounds and may involve student use of the District Internet system or student use of personal digital devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).

Cyberbullying has the effect of:

- a) Physically, emotionally or mentally harming a student;
- b) Placing a student in reasonable fear of physical, emotional or mental harm;
- c) Placing a student in reasonable fear of damage to or loss of personal property; and
- d) Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Also, cyberbullying that occurs off-campus, that causes or threatens to cause a material or substantial disruption in the school, could allow school officials to apply the "*Tinker* standard" where a student's off-campus "speech" may be subject to formal discipline by school officials when it is determined that the off-campus speech did cause a substantial disruption or threat thereof within the school setting [*Tinker v. Des Moines Indep. Sch. Dist.* 393 U.S. 503 (1969)]. Such conduct could also be subject to appropriate disciplinary action in accordance with the *District Code of Conduct* and possible referral to local law enforcement authorities.

Anonymous Reporting of Bullying/Cyberbullying, Discrimination and/or Harassment

Any student who believes that he/she is being subjected to bullying/cyberbullying, discrimination and/or harassing behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of such, may report the behavior anonymously utilizing the "TIP LINE" located at the top of the District webpage at www.solvayschools.org

Prevention and Intervention

Personnel at all levels are responsible for taking corrective action to prevent bullying/cyberbullying behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor. Further, staff training shall be provided to raise awareness of the problem of bullying/cyberbullying within the schools and to facilitate staff identification of and response to such bullying/cyberbullying behavior among students.

Prevention and intervention techniques within the District to prevent against bullying/cyberbullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying/cyberbullying stops.

VIOLATION OF BULLYING POLICY:

<i>First Offense:</i>	Referral resulting in 5 days alternative classroom and/or out-of-school suspension, possible police contact
<i>Second Offense:</i>	Referral resulting in 5 days out-of-school suspension Possible alternative placement, possible police contact, possible Superintendent's hearing

STUDENT 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/parents/guardians have the responsibility to choose clothing that is appropriate for the teaching and learning environment. The following rules must be followed for the health, safety, and well-being of our students, faculty, staff, and administration. Exceptions may be made due to cultural sensitivity/responsiveness and will be reviewed by administration.

Any clothing and/or accessories deemed disruptive to the educational environment will not be allowed in the building. Attire or accessories depicting and/or believed to depict inappropriate words and/or graphics, gang associations and/or symbols that are sexual in content and/or nature, offensive, lewd, obscene, or promote advertising of alcohol, tobacco, illegal drugs, firearms, violence or inappropriate behaviors will not be allowed.

Students not complying with the dress code will be asked to make clothing alterations or their parents/guardians will be notified so arrangements can be made to correct the situation. If a parent/guardian is unable to bring a change of clothing, the student will be placed in the Alternative Classroom (AC) for the remainder of the school day. Refusal to comply may result in out of school suspension and/or further disciplinary action.

VIOLATION OF STUDENT DRESS CODE:

First Offense: Faculty/staff referral resulting in warning, change garments
Second Offense: Faculty/staff referral resulting in 1 office detention, change garments
Third Offense: Faculty/staff referral resulting in 2 office detentions, change garments
Fourth Offense: Faculty/staff referral resulting in 3 office detentions, change garments

BATHROOM EXPECTATIONS:

- One person per stall
- Respect property
- Keep facilities neat/clean
- All school rules apply in bathrooms

Violations/infractions may result in disciplinary action

BOMB SCARE/FALSE FIRE ALARM/MISUSE/DAMAGE TO SECURITY EQUIPMENT

The Solvay Union Free School District is entrusted with the health and welfare of all students in our schools. With this in mind, all bomb scares, false fire alarms and threats are treated seriously and dealt with according to the standards set forth by the New York State Education Department. The Solvay Union Free School District will therefore prosecute any and all perpetrators to the fullest extent of the law.

BUS MISCONDUCT:

Any violation of school transportation rules, including insubordination, boarding a bus without permission, exiting at incorrect bus stop, etc.

First Offense: Referral resulting in warning, possible loss of bus riding privileges
Second Offense: Referral resulting in 1 day of alternative classroom, possible loss of bus riding privileges
Third Offense: Referral resulting in 3 days of alternative classroom, loss of riding privileges

CAFETERIA - INAPPROPRIATE BEHAVIOR IN THE CAFETERIA:

First Offense: Referral resulting in 2 office detentions
Second Offense: Referral resulting in 3 office detentions
Third Offense: Referral resulting in 1 day alternative classroom

CAFETERIA - DESTRUCTIVE BEHAVIOR IN THE CAFETERIA:

Throwing food, inciting a food fight, spraying beverages, etc.

First Offense: Referral resulting in 5 days alternative classroom and/or out-of-school suspension, possible Superintendent's hearing
Second Offense: Referral resulting in 5 days out-of-school suspension, Superintendent's hearing

DANGEROUS ACTIONS:

Any action endangering the health, safety and/or welfare of students, faculty and/or staff.

First Offense: Referral resulting in 5 days alternative classroom and/or out of school suspension, possible Superintendent's hearing
Second Offense: Referral resulting in 5 days out of school suspension, possible Superintendent's hearing

DELIBERATE DESTRUCTION OF PROPERTY/VANDALISM:

Defacement (graffiti), damage or destruction of property belonging to another or the school

First Offense: Restitution by the student, referral resulting in 5 days alternative classroom

Second Offense: Restitution by the student, possible Superintendent's Hearing, referral resulting in 5 days out of school suspension

Third Offense: Restitution by the student, Superintendent's Hearing, referral resulting in 5 days out-of-school suspension

DISRUPTION IN ALTERNATIVE CLASSROOM:

First Offense: Referral resulting in 2 days alternative classroom

Second Offense: Referral resulting in 1 day out-of-school suspension

Third Offense: Referral resulting in 3 days out-of-school suspension

FAILURE TO FOLLOW CLASSROOM POLICIES/PROCEDURES/DISRESPECT/CLASSROOM**DISRUPTION:**

First Offense: Referral resulting in 1 teacher or office detention

Second Offense: Referral resulting in 2 teacher detentions

Third Offense: Referral resulting in 3 teacher detentions

FIGHTING:

A hostile confrontation with physical contact involving two or more individuals

First Offense: Parent/Guardian contact/conference, 5 days out-of-school suspension, possible police contact, possible alternative placement, possible Superintendent's hearing

Second Offense: 5 days out-of-school suspension, Police notification, possible alternative placement, Superintendent's hearing

FIGHTING - PROVOCATION/INSTIGATING A FIGHT/CONFLICT:

First Offense: Referral resulting in 3 days alternative classroom

Second Offense: Referral resulting in 3 days out-of-school suspension

Third Offense: Referral resulting in 5 days out-of-school suspension

HALL PASS VIOLATION:

Inappropriate use of pass and/or wandering halls.

First Offense: Referral resulting in 1 office detention

Second Offense: Referral resulting in 1 day alternative classroom

Third Offense: Referral resulting in 2 days alternative classroom

HARASSMENT/THREAT TOWARD STUDENT:

An action or persistent pattern of actions or statements directed at an identifiable individual or group which is intended to be, or which a reasonable person would perceive as ridiculing, demeaning or offensive (Including religious, racial, ethnic, sexual, etc.). Included in this would be hazing, which is any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate. Also includes actions on and/or off of school grounds and through the use of the internet, telephone and/or other electronic means.

First Offense: Referral resulting in 5 days alternative classroom and/or out-of-school suspension, possible police contact

Second Offense: Referral resulting in 5 days out-of-school suspension
Possible alternative placement, possible police contact, possible Superintendent's hearing

HARASSMENT/THREAT TOWARD STAFF:

Any form of harassment and/or threat. Also includes actions on and/or off of school grounds and through the use of the internet, telephone and/or other electronic means.

- First Offense:* Referral resulting in 5 days out-of-school suspension, possible police contact, possible Superintendent's hearing
- Second Offense:* Referral resulting in 5 days out-of-school suspension and Superintendent's hearing

INAPPROPRIATE BEHAVIOR AT ATHLETIC CONTESTS OR CO-CURRICULAR ACTIVITIES:

- First Offense:* Removal from contest, not allowed to attend any activities for 2 or more weeks, minimum 1 day alternative classroom, possible Superintendent's Hearing
- Second Offense:* Removal from contest, not allowed to attend any activities for 4 or more weeks, minimum 3 days alternative classroom, possible Superintendent's Hearing
- Third Offense:* Removal from contest, not allowed to attend any activities for the remainder of the year, 5 days out-of-school suspension, possible Superintendent's Hearing

INAPPROPRIATE PHYSICAL CONTACT:

Excessive physical, uncalled for contact between 2 or more individuals, etc.

- First Offense:* Referral resulting in 3 days alternative classroom
- Second Offense:* Referral resulting in 3 days out-of-school suspension
- Third Offense:* Referral resulting in 5 days out-of-school suspension

INSUBORDINATION/SWEARING/ABUSIVE LANGUAGE/GESTURES TOWARD STAFF:

Refusal to follow reasonable staff request/order. Disrespectful behavior towards teacher and/or staff; failure to provide name upon request; failure to give electronic device upon request.

- First Offense:* Referral resulting in 3 days alternative classroom
- Second Offense:* Referral resulting in 3 days out-of-school suspension
- Third Offense:* Referral resulting in 5 days out-of-school suspension

LYING/FORGERY/FALSIFICATION/MISREPRESENTATION:

- First Offense:* Referral resulting in 3 days alternative classroom
- Second Offense:* Referral resulting in 5 days alternative classroom
- Third Offense:* Referral resulting in 3 days out-of-school suspension

PLAGIARISM or CHEATING:

- First Offense:* Zero for the assignment/test, referral resulting in 3 days alternative classroom
- Second Offense:* Zero for the assignment/test, referral resulting in 5 days alternative classroom
- *Assignment may not be redone or made up.

POSSESSION/USE OF FIREARMS/ WEAPONS/WEAPON LOOK-A-LIKES/PEPPER SPRAY (a pocket knife is considered a weapon):

Pursuant to the Federal Gun-Free Schools Act of 1994, any student found guilty, after a Superintendent's Hearing, of bringing a firearm onto school property, or having a firearm in his or her possession on school property will be subject to at least a one year suspension and subject to review on a case-by-case basis by the Superintendent of Schools. Students with disabilities will be disciplined in accordance with the requirements of the IDEA.

Possession/Use/Sale of other weapons, fireworks, pocket, pen or other knife, look alike fake weapon, or other device, dangerous instrument, material, or substance ("Other Item") that can cause physical injury or death, when used to cause physical injury or death, or when such "Other Item" is brandished as a weapon is a 5 day suspension and Superintendent Hearing. Detonation of an explosive device will involve a Superintendent's Hearing to consider a longer period of suspension or permanent suspension, and law enforcement contact.

POSSESSION/USE/SALE OF PEPPER SPRAY OR OTHER CHEMICAL PROPELLANTS:

First Offense: Police contact, referral resulting in 5 days out-of-school suspension, possible restitution and possible alternative placement, Superintendent's Hearing

POSSESSION/USE/UNDER THE INFLUENCE OF ILLEGAL SUBSTANCES (INCLUDING PARAPHERNALIA), OVER-THE-COUNTER DRUGS AND LOOK-A-LIKES, SUPPLEMENTS, SYNTHETIC CANNABINOIDS, BATH SALTS OR ALCOHOLIC BEVERAGES AT SCHOOL FUNCTIONS OR ON SCHOOL PROPERTY:

A student shall be considered "under the influence" if he or she has used any quantity of an illegal or over-the-counter substance, synthetic cannabinoid, bath salts, or alcohol within a time period reasonably proximate to his/her presence on school property, on a school bus, in a school vehicle, or at a school-sponsored function and/or exhibits symptoms of such use as to lead to the reasonable conclusion of such consumption.

First Offense: Physical exam/assessment by nurse, referral resulting in 5 days out-of-school suspension, mandatory referral to student counselor, possible Superintendent's Hearing possible police contact

POSSESSION AND/OR USE OF TOBACCO/NICOTINE PRODUCTS:

Possession/use of tobacco, e-cigarettes/e-cigs/vaporizers/vapes/ tobacco/ and/or nicotine containing tobacco products on school property or at school activities is prohibited and considered to be a severe violation of school regulations. Any act which is unlawful as indicated by local ordinances or state and federal law will not be permitted. Students who violate these regulations will be referred immediately to the administration for disciplinary action. Cigarettes and/or related products will be confiscated.

First Offense: Referral resulting in 3 days alternative classroom

Second Offense: Referral resulting in 5 days alternative classroom, possible police contact, referral to the student counselor

Third Offense: Referral resulting in 5 days out-of-school suspension, possible police contact, referral to the student counselor

POSSESSION OF MATCHES, LIGHTER, ETC:

Possession of matches, lighters, etc., on school property or during a school-sponsored activity is prohibited. These items will be confiscated.

First Offense: Referral resulting in 1 day alternative classroom

Second Offense: Referral resulting in 3 days alternative classroom

POSSESSION AND/OR USE OF ELECTRONIC DEVICES:

This applies only if student gives device to staff, otherwise see "Insubordination".

First Offense: Warning, confiscation

Second Offense: 1 office detention, confiscation, possible parent pick up

Third Offense: 2 office detentions, confiscation, possible parent pick up

Fourth Offense: 1 Alternative classroom

STUDENT PARKING VIOLATIONS:

Students will be asked to move vehicle. NOTE: Repeat occurrence of similar parking violation will be handled as insubordination

First Offense: Referral resulting in warning, possible vehicle tow and police notification

Second Offense: Referral resulting in 1 office detention, possible vehicle tow and police notification

Third Offense: Referral resulting in 2 office detentions, possible vehicle tow and police notification

**SWEARING/PROFANITY/ABUSIVE LANGUAGE, VERBAL CONFRONTATION OR GESTURES
(Student to Student) - (WRITTEN, VERBAL or NON-VERBAL):**

Including any action considered inappropriate or demeaning to another student.

- First Offense:* Referral resulting in 1 day alternative classroom
Second Offense: Referral resulting in 2 days alternative classroom
Third Offense: Referral resulting in 3 days alternative classroom

**SWEARING/PROFANITY/ABUSIVE LANGUAGE, VERBAL CONFRONTATION OR GESTURES
(Student to Staff) - (WRITTEN, VERBAL or NON-VERBAL):**

- First Offense:* Referral resulting in 3 days alternative classroom
Second Offense: Referral resulting in 3 days out-of-school suspension
Third Offense: Referral resulting in 5 days out-of-school suspension

THEFT OR POSSESSION OF STOLEN PROPERTY:

Including attempted theft-possession of the property of another person and/or the school

- First Offense:* Referral resulting in 5 days out-of-school suspension, police contact, restitution, confiscation
Second Offense: Referral resulting in 5 days out-of-school suspension, police contact, restitution, confiscation, Superintendent's hearing

UNACCEPTABLE STUDENT-STUDENT CONDUCT:

Public displays of affection

- First Offense:* Parent/guardian contact by teacher, referral resulting in 1 office detention
Second Offense: Referral resulting in 2 office detentions
Third Offense: Referral resulting in 1 day alternative classroom
Fourth Offense: Referral resulting in 3 days alternative classroom

PRINCIPAL'S OPTION – EXCESSIVE MISCONDUCT:

Students who are involved in severe behavioral problems or who are repeatedly involved in disciplinary situations due to violations of the Code of Conduct may, at the discretion of the administration, be subject to a Superintendent's Hearing to consider long term or permanent suspension from school.

OFF CAMPUS MISCONDUCT:

A student may be subject to discipline for conduct which is committed off of school premises or at non-school sponsored activities to the extent that the Superintendent and/or Board of Education believes that the continued attendance in school of the student would constitute an endangerment to the health, safety, welfare or morals of the student and/or others in our schools.

ADMINISTRATIVE POLICIES AND SCHOOL REGULATIONS

SEARCHES AND INTERROGATIONS OF STUDENTS:

Students are protected by the Constitution from unreasonable searches and seizures. A student may be searched and contraband/prohibited items seized on school grounds or in a school building by an authorized School District official only when the School District official has reasonable suspicion to believe the student has engaged in or is engaging in proscribed activity which is in violation of the law and/or the rules of the school (i.e., the District Code of Conduct). The reasonableness of any search involves a twofold inquiry. School officials must first determine whether the action was justified at its inception, and second, determine whether the search, as actually conducted, was reasonably related in scope to the circumstances which justified the interference in the first place.

Factors to be considered in determining whether reasonable suspicion exists to search a student include:

- a) The age of the student;
- b) The student's school record and past history;
- c) The predominance and seriousness of the problem in the school where the search is directed;
- d) The probative value and reliability of the information used as a justification for the search;
- e) The school official's prior knowledge of and experience with the student; and
- f) The urgency to conduct the search without delay.

If reasonable suspicion exists to believe that a student has violated or is violating the law and/or school rules, it is permissible for an authorized school official to search that student's outer clothing, pockets, or property. The search may include, but is not limited to, the student's outer clothing such as a jacket or coat, pockets, backpack, and/or purse. Whenever possible, searches will be conducted by a staff member of the same sex as the student and, whenever possible, another staff member will be present as a witness.

STRIP SEARCHES:

A strip search is a search that requires a student to remove any or all of his/her clothing, other than an outer coat or jacket. Strip searches are intrusive in nature and are almost never justified. If school officials have highly credible evidence that such a search would prevent danger or yield evidence, such a search may be conducted under exigent circumstances. In the alternative, if school authorities believe there is an emergency situation that could threaten the safety of others, the student shall, to the extent practicable, be isolated and secured. Police and parents will be contacted immediately.

SEARCHES AND SEIZURE OF SCHOOL PROPERTY:

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

QUESTIONING OF STUDENTS BY SCHOOL OFFICIALS:

School officials have the right to question students regarding any violations of school rules and/or illegal activity. In general, administration may conduct investigations concerning reports of misconduct which may include, but are not limited to, questioning students, staff, parents/guardians, or other individuals as may be appropriate and, when necessary, determining disciplinary action in accordance with applicable due process rights.

Should the questioning of students by school officials focus on the actions of one particular student, the student will be questioned, if possible, in private by the appropriate school administrator. The student's parent/guardian may be contacted; the degree, if any, of parental/guardian involvement will vary depending upon the nature and the reason for questioning, and the necessity for further action which may occur as a result.

The questioning of students by school officials does not preclude subsequent questioning/interrogations by police authorities as otherwise permitted by law. Similarly, the questioning of students by school officials does not negate the right/responsibility of school officials to contact appropriate law enforcement agencies, as may be necessary, with regard to such statements given by students to school officials.

School officials acting alone and on their own authority, without the involvement of or on behalf of law enforcement officials (at least until after the questioning of students by school authorities has been conducted) are not required to give the so-called "Miranda warnings" (i.e., advising a person, prior to any custodial interrogations as defined in law, of the right to remain silent; that any statement made by the individual may be used as evidence against him/her; and that the individual has the right to the presence of an attorney, either retained or appointed) prior to the questioning of students.

If deemed appropriate and/or necessary, the Superintendent/designee may also review the circumstances with School District legal counsel so as to address concerns and the course of action, if any, which may pertain to and/or result from the questioning of students by school officials.

LAW ENFORCEMENT OFFICIALS:

It shall be the policy of the School District that a cooperative effort shall be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises or during a school-sponsored activity, or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

SCHOOL RESOURCE OFFICERS/SPECIAL PATROL OFFICERS:

Districts may utilize School Resource Officers (SROs), law enforcement officers who work within the school building. There are different types of SROs: those employed by the District and those employed by local law enforcement. SROs, acting in their capacity as law enforcement, are held to a different search standard than School District staff. Searches by law enforcement SROs must be justified by probable cause, not the District's standard of reasonable suspicion. District staff need to clearly establish who is initiating and conducting a search, the District or law enforcement, and that the appropriate standard for such a search has been met.

INTERROGATION OF STUDENTS BY LAW ENFORCEMENT OFFICIALS:

If police are involved in the questioning of students on school premises, whether or not at the request of school authorities, it will be in accordance with applicable law and due process rights afforded students. Generally, police authorities may only interview students on school premises without the permission of the parent/guardian in situations where a warrant has been issued for the student's arrest (or removal). Police authorities may also question students for general investigations or general questions regarding crimes committed on school property. In all other situations, unless an immediate health or safety risk exists, if the police wish to speak to a student without a warrant they should take the matter up directly with the student's parent/guardian.

Whenever police wish to question a student on school premises, administration will attempt to notify the student's parent/guardian.

If possible, questioning of a student by police should take place in private and in the presence of the Building Principal/designee.

CHILD PROTECTIVE SERVICES' INVESTIGATIONS:

Occasionally, Child Protective services (CPS) may desire to conduct interviews of students on school property. These interviews generally pertain to allegations of suspected child abuse or neglect. The Board encourages cooperation with CPS with respect to access to records and access to any child named as a victim, any of the victim's siblings, or any other child residing in the same home as the named victim, in accordance with applicable law.

2013 Board of Education Policy 7330

ATTENDANCE POLICY

Attendance at Solvay High School is recognized as an integral component of instruction and learning experience. Achievement is a measurement of what a student knows, what he/she can do and how well that student participates in class. These measurable student outcomes are criteria for excellence and are heavily attendance dependent. Accountability for learning begins with attendance. It must be the first priority. Each student has the responsibility to attend regularly 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 he/she has been absent.

Our attendance policy at Solvay High School incorporates a minimum number of attendance days, or their equivalent as a class attendance/participation course requirement. Whenever a student drops below the minimum of 85% attendance in any course during a marking period, his/her grade may be automatically carried as an incomplete. Students will be given an opportunity by their teacher to make up class absences. The 85% attendance/participation is a course requirement through each marking period for all courses. Unresolved attendance/participation may result in an incomplete (INC) for the marking period grade.

We believe that regular attendance contributes to improved academic performance, promotes continuity and reinforces learning.

ABSENCES—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, truancy and any/all other occasions when the student is not in attendance to participate in a scheduled class.

ATTENDANCE OR ITS EQUIVALENT:

A student must be present for a minimum of 30 minutes of a 40 minute scheduled class. 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 and must be approved by the school's doctor and District Administration.

The date and time of the final examination marks the end of or conclusion of a course. Any and all makeup experiences, activities or requirements are to be completed and in place by that time.

RECORDING ATTENDANCE:

Teachers will keep a daily class attendance record for each student enrolled in his/her class. The absences for each student will be recorded on the report card as notification to students and parents each marking period. Additionally, a 5-week interim report warning will be sent to the parent of any student whose absences exceed the maximum for that particular marking period.

1. Each student may be required to make up all class absences.
2. The time limit given to each student for making up work is one (1) week (5 school days). This is subject to extension by the teacher for extenuating circumstances.
3. Whenever a student responsibly makes up class work for absences reducing the number of absences for a marking period to seven (7) days or fewer, the student's grade may be calculated and recorded on the report card.
4. The actual number of class absences may be recorded on the report card. Each teacher will keep accurate attendance, recording both absences and makeup classes.
5. At the end of each marking period the student may have 5 days to make up absences for that marking period. The intent of this is to address attendance make up work only.
6. The student's academic average may not be recorded for a course whenever the attendance for that course is less than 85%. Because the attendance for that course is less than 85%, the course is considered to be incomplete. The final average grade for an incomplete due to failure of the student to meet the 85% attendance requirement may be 50%.

OPPORTUNITIES TO MAKEUP ABSENCES:

The following options are available and acceptable as opportunities for students to makeup class absences. All class makeup time/work/activities will be decided by the teacher. It is our policy that all teachers will provide for class makeup opportunities for absences. It is to be noted that each student is responsible for homework assignments when he/she has been absent from class. Students may make up absences as follows:

1. Attendance at another class during the day when the student has an open period.
2. Attendance at the 10th period extra help class from 2:10 p.m. to 2:45 p.m.
3. Meet with one's teacher if/when open periods are common.
4. Work may be sent home, completed by a student and returned to the teacher.
5. Homebound instruction for long-term disabilities.
6. Whenever a legal absence is prearranged (i.e., field trip, music lessons, or an absence/early dismissal due to medical or court appointment), the student should make every effort to prearrange class makeup time/work/activities with his/her teacher.

ATTENDANCE PROCEDURES

PLEASE NOTE: Written notes from a parent/legal guardian for excused absences should be sent within 24 hours upon the student's return to school. Students are required to provide the attendance office with their home telephone number, parents' work numbers, and an emergency number (relative, neighbor, etc.) at the start of the year. They must also notify the attendance office if any of these numbers change during the school year.

Late students are to report directly to the main office. After reporting to the main office, they will be issued a "Tardy Slip." The "Tardy Slip" allows the student to go directly and immediately to his/her scheduled class. If a student reports to class without the "Tardy Slip," he/she will be sent (with a planner pass) to the attendance office to sign in and acquire the pass.

Students who are to be excused from school early must present a note from their parents or guardian to the attendance office before 7:30 a.m. Any student who fails to provide an excuse for an absence or lateness to school may be referred to the assistant principal for disciplinary action. All excuses should include a telephone number(s) for parental/medical verification. Students must obtain an "Early Dismissal Pass" from the main office before leaving the building. A student may not exceed seven excused absences per quarter.

ABSENCES:

Truancy - a student absent from school without knowledge of the parent or guardian.

Unexcused Absence - a student absent from school or from class for a non-legal reason (including but not limited to: vacations, babysitting, day before/after junior prom or senior ball, school wide functions or unrecognized class* activities, etc.) *defined as freshman, sophomore, junior or senior classes. Students who are truant or who have an unexcused absence may not be permitted to make up missed work. They cannot perform/participate in school activities on the day of the absence or on a non-school day following an absence. A school day is considered being in attendance from 7:30 a.m. – 2:45 p.m. Students not assigned to a 10th period assignment may be dismissed at 2:06 p.m. Any student who arrives to school after 8:30 a.m. or is dismissed before 1:30 p.m. must have a legal excuse to participate in interscholastic activities for the remainder of the day.

UNEXCUSED ABSENCE FROM CLASS/CLASS CUTS:

Including a tardy to class that is more than 10 minutes

First Offense: Referral resulting in 2 teacher detentions

Second Offense: Referral resulting in 3 teacher detentions

Third Offense: Referral resulting in 1 day alternative classroom

Fourth Offense: Referral resulting in 3 days alternative classroom

Excessive amounts of unexcused absences/class cuts may result in the loss of privileges (i.e. going to the library during study hall, attending after school activities, athletic events, musicals, plays and dances, etc.)

LATE/TARDY TO SCHOOL (unexcused):

Handled on a case by case basis based on Administrative discretion.

LATE/TARDY TO CLASS:

Teacher will admit student to class

First Offense: Teacher warning

Second Offense: Referral resulting in 1 teacher detention

Third Offense: Referral resulting in 2 teacher detentions

Fourth Offense: Referral resulting in 3 teacher detentions

Fifth Offense: Referral resulting in 1 day alternative classroom

Sixth Offense: Referral resulting in 3 days alternative classroom

LATE/TARDY TO ALTERNATIVE CLASSROOM:

Each Offense: May result in one additional day alternative classroom

TRUANCY:

First Offense: Referral resulting in 1 day alternative classroom

Second Offense: Referral resulting in 3 days alternative classroom

Third Offense: Referral resulting in 5 days alternative classroom

AUTHORIZATION TO LEAVE SCHOOL:

All students will be required to be in school for the entire day. Students may not leave the school building at any time other than during the normal school dismissal unless they have permission from the school administration, school nurse or parent authorization with attendance office approval (i.e., by note, email/Parent Square or a valid medical or dental appointment slip).

LEAVING CLASS WITHOUT PERMISSION:

First Offense: Referral resulting in 2 office detentions

Second Offense: Referral resulting in 3 office detentions

Third Offense: Referral resulting in 1 day alternative classroom

Fourth Offense: Referral resulting in 3 days alternative classroom

LEAVING BUILDING WITHOUT PERMISSION:

First Offense: Referral resulting in 3 days alternative classroom

Second Offense: Referral resulting in 5 days alternative classroom

Third Offense: Referral resulting in 1 day out-of-school suspension

Fourth Offense: Referral resulting in 3 days out-of-school suspension

DETENTION:

Students may be assigned after school detention as a disciplinary action. In most cases, teachers will assign, for first offenses, an after school detention in their own room. Detentions assigned by the Assistant Principal, will be held Monday through Thursday. More severe or repeat infractions will result in multiple detentions. While in detention, the student is expected to work and follow directions of the staff member in charge.

SKIPPING DETENTION:

First Offense: Referral resulting in initial detention assignment doubled

Second Offense: Referral resulting in 1 day alternative classroom

Third Offense: Referral resulting in 2 days alternative classroom

EXCLUSION FROM EXTRACURRICULAR ACTIVITIES:

Students who persist in negative behaviors may lose the privilege of participation in school activities that take place outside the normal school day.

ALTERNATIVE CLASSROOM:

Students are assigned to our Alternative Classroom by a school administrator for violations of school policy.

ALTERNATIVE CLASSROOM—EXPECTATIONS:

- You will bring all books and materials needed for the day's assignments.
- No cell phones, headphones, etc.
- You will eat lunch in the AC room.
- You will complete all assigned work.
- All completed work is to be given to the supervising staff member.
- You are not allowed to leave the AC room for any reason except for an emergency.
- You will be courteous and cooperate with the supervising staff member.
- No student-to-student conversations and/or sleeping will be allowed.
- You will not do anything that disrupts others.
- You will work only on your assignments for the whole day.

If you do not follow the above rules, you may be suspended out-of-school and/or additional disciplinary action.

SUSPENSION:

Suspensions are the most severe penalty that can be assigned by the school administration. Parents will be contacted by the administrator before a student will be 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, during suspensions. The Guidance Office may be contacted for homework assignments. Suspensions of longer than five days or exclusions from school are determined by the Superintendent of Schools.

INAPPROPRIATE BEHAVIOR:

Teachers will take the first steps to handle inappropriate behavior. Teachers will generally contact parents or keep student for teacher detention before referring to Assistant Principal. If the methods available to them fail, teachers may refer students to the Assistant Principal.

LOITERING IN HALLWAYS / 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.

PLEDGE OF ALLEGIANCE:

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

RESTRICTED AREAS:

Students are not allowed to be in restricted areas, either inside or outside the building during school hours. Staff rooms, staff bathrooms and use of the elevator without permission are examples of areas inside the building that are restricted at all times.

VISITORS:

All visitors are to sign in and obtain a visitor's pass in the main office upon entering the building. A valid New York State issued ID is required for entry. Visitors are not permitted to visit the school as guests or as friends of students. Under unusual circumstances, the principal should be consulted at least 24 hours in advance for special permission. Students from other area schools will not be received as guests and are not permitted on school property. Students will not be allowed to bring young children with them to school unless there has been special administrative permission granted in advance for a specific class and teacher.

CLUBS AND ACTIVITIES:

High school students can choose from a variety of special interest clubs. Students can receive information from the main office or the daily announcements. Students should feel free to seek out information from organization members or adult advisors. Many clubs hold open membership and welcome students who develop interest in the activity at any time in the school year. Any fundraising activities, posters, advertising, and announcements by clubs and organizations must be approved by the building administration.

Activity	Requirements for Membership
Art Club	Open
Band Club	Band Member
Book Lovers	Open
Business Club (DECA)	Open
Character Education Club	Open
Chorus Club	Chorus Member
Credit Union Club	Open
Drama Club	Open
Freshman Class	Class Member
Future Teachers Club	Open
Gender&Sexualities Alliance Club	Open
iStaff	Open
Italian Club	Open
Junior Class	Class Member
Key Club	Open
Library Club	Open
Math League	Math student
Media Graphics Club	Open
National Honor Society	Honor student & Induction
Power Lifting & Fitness Club	Open
S.A.D.D.	Open
Science Club	Open
Science Olympiad	Open
Senior Class	Class Member
Ski Club	Pay for own skiing
Sophomore Class	Class Member
Spanish Club	Open
Student Forum	Elections
Technology Club	Open
Thrive/Student Tutor Mentor Club	Open
United Nations Club	Interest in U.N. Policy
Yearbook	Advisor

Note: All club/activities may not be available each year.

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 as they are approved throughout the school year.

Every school event has school staff members in charge. In addition, uniformed police officers/security are generally present at school dances and many 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 time. Students should pre-arrange timely transportation from school events since the building will be closed at the end of the activity. All students must have an ID in order to be admitted to school dances. The ID must be presented at the door. If a guest is allowed to attend a school function, the Solvay High School student is responsible for the actions of their guest.

CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY**PHILOSOPHY OF ACADEMIC ELIGIBILITY:**

In the Solvay School District, there are many opportunities for students to compete for positions of special and exceptional recognition. This includes interscholastic sport teams, drama and musical productions, All-county selection, officers of and participants in school-sponsored clubs, and other non-credit bearing areas of student participation. There are also privileges that are enjoyed by the student body which will be granted based on this policy. In order to qualify for these honors and privileges, it is important that priorities be established and that an appropriate balance be drawn between academic achievement and other areas of excellence.

DEFINITION OF TERMS:

Warning Period – The term “warning period” is defined as extending the marking period three weeks (grace period) when the student can participate and reaches either acceptable academic standards or becomes ineligible.

Ineligible – The term “ineligible” is defined as when a student is not participating, *at all*, in any events and/or activities until the next quarter grades are published. A student also becomes ineligible when he or she does not complete the plan during the warning period.

LANGUAGE AND KEY POINTS OF POLICY:

A student who would like to participate in a co-curricular/athletic event or activity or who would like to qualify for a school privilege must be carrying five classes plus physical education, maintaining a 65 overall average and be failing no more than one subject. Additionally, students must maintain eligibility during each marking period indicated by the 10, 20, 30 week report cards and by the final grades received in each class. Students must successfully resolve all “incompletes” by the end of the warning period. Furthermore, a student cannot drop a course to become eligible. When these criteria are not met, the student will be subject to a three week “warning period.” During the “warning period” the student *may* participate in co-curricular and/or athletic activities.

Successful completion of all offered summer school courses will count towards eligibility. In the event that the courses a student fails are NOT offered in summer school, the student will begin the following school year with a three-week “warning period”. If a student fails a summer school class needed for eligibility, that failure will be used to determine the student’s eligibility in the fall.

WARNING PERIOD:

During the warning period a student is allowed to participate in all activities/events. Students have three weeks to achieve academic status and maintain it until the end of the quarter. In order to remain in good standing, a student must initiate and follow through with warning period procedures that includes taking the responsibility for weekly progress reports. The three-week warning period begins five days after the printed date of report cards, which will be determined by building principals. Quarter report cards mark the beginning of each warning period – 10, 20, and 30 weeks. Final grades will determine eligibility at the end of the school year. A plan will be developed that includes weekly progress reports, extra help schedules, academic intervention/tutoring, etc. Failure to initiate or to complete the plan and meet academic standards renders a student ineligible.

PLAN:

In order to create the plan, the student meets with his or her guidance counselor, teachers of failed courses, and any other interested parties such as coaches and/or advisors to develop a plan. However, parental involvement and input will be required on each plan. To implement the plan successfully, communication with advisors and coaches will be a required component. As a result, names of students in the warning period and on the ineligible list will be provided to the staff.

DUE PROCESS:

Appeals and procedures concerning all decisions shall be made to the building principal.

STADIUM POLICY:

In the Solvay Union Free School District, we hope to create a safe and enjoyable environment for all spectators and participants at stadium events. We also want to protect the stadium from damage. Therefore, we have drafted these guidelines for behavior, sportsmanship, respect, and stadium use.

EVENT BEHAVIOR:

All participants and spectators will be expected to politely and courteously conduct themselves at all times. For example, there will be no fighting, pushing, or shoving. Additionally, spectators will not be running through the stadium, especially on the bleachers and handicap ramp. Inappropriate or dangerous behaviors will not be allowed. The stadium environment will be respected and spectators will not be allowed to throw objects or to litter the facility. Violators will be asked to leave the stadium and school grounds.

SPORTSMANSHIP:

The Solvay Union Free School District expects all spectators and participants to display good sportsmanship. According to Section III rules noisemakers of any type are not allowed at athletic contests. This includes, but is not limited to thunder-sticks, penny-filled containers, air horns, etc. We also expect all spectators and participants to comply with Section III of the N.Y.S.P.H.S.A.A. The spectator code of behavior/ethics includes

1. Direct all energies to encouraging your team.
2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a more intelligent spectators.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Respectfully accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Be positive and support your team.
9. Be respectful of and comply with the directives of all stadium event staff.
10. All portions of the Solvay High School Code of Conduct are in effect and will apply to infractions.

RESPECT:

The Solvay Union Free School District expects all spectators and participants to behave respectfully and conduct themselves in a positive manner. We will not tolerate the use of profanity, abusive language, taunting of athletes, officials, spectators, or event staff.

The Dress Code will be enforced. There will be no indecent exposure. Spectators will comply with our code of conduct that prohibits inappropriate displays of public affection.

Violators will comply with event staff directives, or they will be removed from the stadium and school grounds.

STADIUM RULES:

Spectators will leave all pets at home. The only animals allowed in the stadium are assisted living or seeing eye dogs.

New York State Law prohibits the possession or use of tobacco products, drugs, or alcohol anywhere on school grounds at any time.

Spectators will not possess or throw recreational objects, such as beach balls, Frisbees, balls, etc. All student spectators will be seated in the bleachers. All spectators may be seated at the discretion of event staff for health and safety reasons. Spectators will not stand in the "No Loitering Zones". Adopted 05/15/06.

TECHNOLOGY ACCEPTABLE USE REGULATIONS FOR STUDENTS**INTRODUCTION:**

The Solvay Union Free School District (the "District") technology services exist to support the educational mission of the District. The District will provide learners with access to various technology resources. This may include access to software, hardware, communication networks including E-Mail, and Internet access. All of these uses are subject to this regulation.

Generally, the same standards of acceptable District student conduct shall apply to use of the District technology services. Students are expected to communicate in a manner consistent with applicable policies and regulations. District technology resources are not to be utilized by students to disclose confidential information about themselves, other students, or other District staff members to unauthorized persons.

The Board expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices, classrooms, and any other areas where a person would reasonably expect some degree of personal privacy. Recording or video taping of instruction and/or classroom activities is prohibited unless permission is given by the teacher.

Students shall adhere to the laws, policies, and rules governing technology resources including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state laws.

Students who engage in unacceptable use of the District technology service may lose access to it and may be subject to further discipline under the law or through the Student Code of Conduct. Specific consequences for unacceptable use will be determined by the Building Administrator dealing with that student. The District may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue. Additionally the Student Code of Conduct will be reviewed and consequences applied where applicable. Legal action may be initiated against students who willfully, maliciously, or unlawfully damage or destroy District property or data.

Each student who uses the District's the technology services agrees to Board of Education Policy 7315 STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (i.e. ACCEPTABLE USE POLICY) and the accompanying regulations (i.e. ACCEPTABLE USE REGULATIONS FOR STUDENTS).

PRIVACY RIGHTS: All E-mail files, electronic data, and storage media posted, created, maintained or stored on district technology shall remain District property, subject to District control and inspection, at its discretion. The Superintendent or his/her designee may access all such files and communications to ensure service integrity and to ensure students comply with the requirements of BOARD OF EDUCATION POLICY 7315 and these regulations. All use of the District's technology services is audited for acceptable use. Information typed, posted, or stored using the District's technology services is not considered private. There is no expectation of privacy while using the District's technology services.

STORING OF PERSONAL INFORMATION: Students should not save personal information such as credit card numbers or other forms of personal identification on the District's technology services. Information typed, posted, or stored using the District's technology services is not considered private. There is no expectation of privacy while using the District's technology services.

VIOLATIONS OF DISTRICT ACCEPTABLE USE: The District employs auditing technologies to monitor all activity on the District technology services. The District will cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. Student violations of this regulation may result in the suspension or termination of access to the District technology services, and/or disciplinary action in accord with applicable law and District policy. The following constitute violations of this regulation:

a. **ONLINE GAMING IS PROHIBITED (INCLUDING GAMBLING).**

An exception is when an online game is part of a classroom activity assigned by a teacher and has an educational purpose.

b. **ORDERING MERCHANDISE.**

Using the District technology services to order merchandise online is prohibited.

c. **INAPPROPRIATE USE OF SERVICES.**

Using the computer or peripherals for activities not related to instructional/educational purposes is prohibited (e.g. personal emailing).

d. **THEFT AND VANDALISM.**

This includes but is not limited to the stealing or theft of software and/or hardware. It also includes unauthorized modification and/or the destruction of computer software or hardware as well as intentional misuse of District equipment.

e. **ILLEGAL USE.**

Using the District technology services to transmit any material (by E-Mail, uploading, posting, or otherwise) that violates district policies and/or local, state, or federal law is prohibited.

f. **CAUSING HARM TO MINORS.**

Using the District technology services to harm, or attempt to harm, minors in any way is prohibited.

g. **ACCESSING OR DISTRIBUTING THREATENING AND/OR OBSCENE MATERIALS.**

i. **Engaging in Bullying, Cyberbullying, or Harassment.** Using the District technology services to transmit any material (by E-Mail, uploading, posting, or otherwise) that bullies, threatens or encourages bodily harm, or promotes the destruction of property is prohibited.
(see POLICY 7552: PEER ABUSE IN THE SCHOOLS)

- ii. Materials determined to be obscene including accessing or distributing pornography via the computer network is prohibited. This includes “sexting” or the sending of pornographic images or text. Transmitting of pornographic or obscene images of minors is both a state and federal crime.

NOTE: If students accidentally access an inappropriate site, they should close the window immediately and immediately bring that site to the attention of the supervising teacher.

h. CYBERBULLYING AND/OR HARASSMENT.

Using the District technology service to transmit any material (by E-Mail, uploading, posting, or otherwise) that bullies, threatens or encourages bodily harm, promotes the destruction of property, or harasses others is prohibited. (see POLICY 7552: PEER ABUSE IN THE SCHOOLS)

i. FRAUDULENT ACTIVITY.

Using the District technology services to make fraudulent offers, to sell products or other services is prohibited.

j. FORGERY AND/OR IMPERSONATION

- i. Adding, removing or modifying identifying network headers in an effort to deceive or mislead is prohibited.
- ii. Using someone else’s account or allowing someone else to use your account is prohibited.
- iii. Attempting to impersonate any person by using forged headers or other identifying information is prohibited.

k. SENDING UNSOLICITED E-MAIL/UNSOLICITED BULK E-MAIL

Using the District technology services to transmit or facilitate the transmitting of any unsolicited E-Mail or unsolicited bulk E-Mail is prohibited.

l. HACKING

Hacking is a Federal offense. It includes the use of District technology services to access, or to attempt to access, or attempt to penetrate, or attempt to penetrate, security measures of District or another entity’s computer software or hardware, electronic communications system, telecommunications system, or overriding the District’s Internet filters to access blocked Internet sites. This is regardless of whether or not the intrusion results in the corruption or loss of data, or deliberately going into off limit service areas (e.g., hard drive “C: drive” “Default Profile,” “Network Places”, those areas requiring administrative rights etc).

m. PLAGIARIZING COPYRIGHTED MATERIALS OR TRADEMARK INFRINGEMENT.

Using the District technology services to download, transmit, or copy any material (by E-Mail, uploading, posting, or otherwise) that infringes any copyright, trademark, patent, or other proprietary rights of any third party is prohibited. This includes, but is not limited to, the unauthorized copying of copyrighted material, the digitization and distribution of photographs from magazines, books, or other copyrighted sources, and the unauthorized transmittal of copyrighted software is prohibited.

n. COLLECTION OF PERSONAL DATA.

Using the District technology services to collect, or attempt to collect, personal information about third parties without their knowledge or consent is prohibited.

o. RESELLING AND/OR USING THE DISTRICT TECHNOLOGY SERVICES FOR COMMERCIAL PURPOSES.

Reselling the District technology services or using the District technology services for commercial activities is prohibited. The District will hold the student accountable for any costs that may be incurred by accessing commercial services. Using a student account for commercial use is prohibited. The District technology services are intended to support the educational process and/or official school business only.

p. CAUSING NETWORK DISRUPTIONS AND/OR ENGAGING IN UNFRIENDLY ACTIVITY.

Using the District technology services for any activity which adversely affects the ability of other people or services to use of the service is prohibited. This includes "denial of service" (DoS) attacks against another network host or individual user or deliberately infecting the District technology service with a virus, worm, Trojan horse, or other malicious software. Interference with or disruption of other network users, network services, or network equipment is prohibited. Downloading or loading software applications on the hard drive ("C: drive") or network drive ("H: drive") is considered an unfriendly activity.

q. ACCESSING PERSONAL E-MAIL.

Using the District technology services to access a personal E-Mail account is prohibited. Students may be assigned a District E-Mail account in conjunction with a classroom activity assigned by a teacher. All District EMail accounts are monitored for appropriate use. Information typed, posted, or stored using the District's technology services is not considered private. There is no expectation of privacy while using the District's technology services.

r. LONG CONNECTIONS AND MULTIPLE LOGINS.

Using a personal account for high volume or commercial use is prohibited. Students may stay connected so long as they are actively using that connection for educational purposes. Students may not use the District technology services on a standby or inactive basis in order to maintain a connection. Accordingly, the District maintains the right to terminate any user's connection following any extended period of inactivity as determined by the District.

s. USE OF PRINTING SERVICES.

District printers should only be used to print approved materials as part of an assigned classroom activity by a teacher. All district printing is monitored. There is no expectation of privacy while using the District's technology services. Abuse of district printing services may involve disciplinary action.

USING THE DISTRICT TECHNOLOGY SERVICE FOR RESEARCH: Students should only search/research topics that are part of an assigned classroom activity by a teacher or with permission of a teacher. Unless given written permission by a teacher, researching topics relating to illegal substances, weapons, or other subjects deemed inappropriate to minors is prohibited.

PENALTIES FOR INAPPROPRIATE USE OF DISTRICT SERVICES: Penalties for inappropriate use or misuse of District Services will be determined by the building administrator as per the STUDENT CODE OF CONDUCT. The District may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issues. Additionally the Student Code of Conduct will be reviewed and consequences applied where applicable.

USE OF PERSONAL ELECTRONIC DEVICES/TELEPHONE USE:

Effective for the 2025-26 school year (starting September 2025), the policy mandates all New York State public schools to enforce a **statewide bell-to-bell ban** on students' use of smartphones, wireless headphones/earbuds and other internet-enabled devices during the entire school day - including class time, hallways, lunch, recess, study halls, and passing periods.

- **Students will be asked to store their cell phones in their lockers.**
- **Cell phone policy will be found on** district websites.
- **Parents and students can communicate during** school hours by utilizing the main office phone. This will ensure families can still contact children in emergencies.

Approved exceptions allow internet-enabled device use for:

- Managing medical needs (including documented IEP or 504 requirements).
- Translation

The Board expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices, classrooms, and any other areas where a person would reasonably expect some degree of personal privacy. Recording or video taping of instruction and/or classroom activities is prohibited unless permission is given by the teacher.

a. Personal Electric Devices include but are not exclusive to:

- i. personal computers, laptop computers, netbook computers, portable gaming systems, and all other types of wireless Internet enabled devices ;
- ii. cell phones;
- iii. cameras;
- iv. video recorders;
- v. and all other digital media recorders, players, or similar devices.

NOTE: The District is not responsible for the theft, loss, or damage that may occur while these Personal Electronic Devices are on school grounds, District transportation systems, and/or while attending District sponsored activities or functions.

b. **STUDENT USE OF DISTRICT TELEPHONES.** Students may obtain permission to use an office phone to call a parent/guardian in case of an emergency. As to not disrupt the educational process, if it is an emergency, parents/guardians should contact the Main Office first.

c. **CELL (MOBILE) PHONE USE.** Cell phone use is regulated by each school building administration. Please refer to each building's Student Handbook.

d. **OTHER PERSONAL ELECTRONIC DEVICES.** Students may use any other Personal Electronic Devices in class with a teacher's permission in conjunction with an assigned classroom activity (such as the use of a computer to write an assignment), with permission of the building administrator, or as part of an Individualized Educational Plan (IEP). Having a Personal Electronic Device out at any other time may result in confiscation until such time that the device is picked up by a parent/guardian. Disciplinary action may also be taken.

e. **ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES.** Connecting any Personal Electronic Device to District provided services, equipment, or other services is prohibited except where the District provides public wireless Internet access. The use of District provided public wireless Internet access will be subject to and monitored for acceptable use. All topics listed in SECTION 4 of this regulation apply to the acceptable use of Personal Electronic Devices while on school grounds, while using District transportation systems, and/or while attending District sponsored activities or functions. Failure to follow these regulations may lead to disciplinary action.

f. **ACCESS TO INAPPROPRIATE CONTENT/MATERIAL USING PERSONAL ELECTRONIC DEVICES VIA NON-DISTRICT SYSTEMS.** Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children.

The appropriate/acceptable use standards outlined in this regulation apply to student use of technology via the District's technology services or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

g. **SOCIAL NETWORKING.** Students may use social networking programs in a class with a teacher's permission in conjunction with an assigned classroom activity (such as ongoing online class discussion), with permission of the building administrator, or as part of an Individualized Educational Plan (IEP). Accessing a blocked or prohibited social networking site by overriding the District's Internet filtering system may result in disciplinary action. The District employs auditing technologies to monitor all activity on the District's network. Information typed, posted, or stored using the District's technology services is not considered private. There is no expectation of privacy while using the District's technology services.

E-MAIL AND ONLINE COMMUNICATION STANDARDS:

E-Mail is a valuable business communications tool that should be used in a responsible, effective, and legal manner. Although E-Mail is perceived as less formal than other written communications, the same laws and business record requirements apply. The District established the E-Mail service for educational purposes. Every student assigned an E-Mail account for limited educational uses shall be familiar with the acceptable use of E-Mail:

a. **ACCEPTABLE USE.** All guidelines described in SECTION 4 of this regulation apply to the acceptable use of District E-Mail.

b. **PRIVACY AND MINIMAL PERSONAL USE.** No E-Mail or other form of electronic communication should be considered private. District E-Mail services are not for personal use including but not limited to the distribution of chain letters, junk mail, and jokes. Information typed, posted, or stored using the District's technology services is not considered private. Use of the District E-Mail is monitored for acceptable use. There is no expectation of privacy while using the District's technology services.

c. **ACCESSING PERSONAL E-MAIL.** Using the District technology services to access a personal E-Mail account is prohibited.

d. **SENDING UNSOLICITED E-MAIL/UNSOLICITED BULK EMAIL.** Using the District technology services to transmit any unsolicited E-Mail or unsolicited bulk E-Mail is prohibited. Activities that have the effect of facilitating unsolicited commercial E-Mail or unsolicited bulk E-Mail whether or not that E-Mail is commercial in nature are prohibited.

e. **ELECTRONIC MESSAGES.** Any message posted on a Web Log (blog), Newsgroup Forum, or Web site and/or other electronic site or forum should be considered public and permanent. Messages sent electronically are not private and have no expectation of privacy. All such postings using the District's technology services shall be limited to school-based educational use only.

f. **SYSTEM AUDITING AND ARCHIVING.** As stated earlier, there is no expectation of privacy in the use of the District's E-Mail system. For legal purposes, the District maintains an E-Mail archiving server, which will keep a copy of all sent and received E-Mail.

g. **E-MAIL ETIQUETTE SHOULD BE FOLLOWED.**

- i. Include a meaningful, clear subject line
- ii. As with all written correspondence, open your mail with a proper salutation. Close your message with a "Thank-you" and your proper electronic signature.
- iii. Use proper grammar and etiquette.
- iv. Use standard spelling, punctuation, and capitalization. (Plz Dnt Abbrvt or uze txt msg lngo)
- v. Messages should not be written in ALL CAPS. (THERE IS NOTHING WORSE THAN E-MAIL SHOUTING.)
- vi. Be direct, brief, polite, and to the point.
- vii. Responses requiring a long E-Mail merit a face-to-face conversation.
- viii. Use cc: (carbon copy) and bcc: (blind carbon copy) sparingly and as appropriate.

REVISIONS TO THIS REGULATION:

District reserves the right to revise, amend, or modify this regulation, and other policies and agreements at any time and in any manner. Notice of any revision, amendment, or modification will be posted in accordance with District policy.

PERMANENT PASS

[illegible]