

SCIENCE ACADEMIES OF NEW YORK (SANY)

COLLEGE PREPARATORY K-12 CHARTER SCHOOLS



SCHOLAR HANDBOOK

2021 - 2022

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MISSION STATEMENT

The Science Academies of New York will provide support, challenges and opportunities for its scholars, and it will instill the necessary skills and knowledge in math, science, and technology to empower scholars, through high intellectual standards, preparing them for college, career, and citizenship. The school seeks to graduate scholars who can think critically and creatively, who are committed to a lifetime of learning and civic involvement, and who are conscious of local, global, and environmental issues.

Because of the nature of its mission, SANY does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

1. Scholar Rights & Responsibilities

- To feel safe in the school environment
- To take full advantage of the learning opportunities
- To work in an environment free of disruptions and chaos
- To express their opinions, ideas, thoughts and concerns
- To have a healthy environment that is smoke, alcohol, and drug free
- To expect courtesy, fairness, and respect from all members of the community
- To have the right to due process

2. SANY Scholar Responsibilities:

- Treat all members of the SANY Community with respect, and kindness.
- To do his or her best to learn;
- To be sure that personal expression does not interfere with the rights of others;
- To follow state law and school policies;
- To respect and protect the personal and property rights of others;
- To treat all members of the community with full respect, fairness, and courtesy;
- To abide by all the expectations of school and its community;
- To adhere to due process procedures.
- Be on time
- Be prepared for class
- Be in proper uniform
- Be on task
- Be caring and honest
- Follow the academic and behavioral guidelines in order to participate in clubs, extracurricular activities and sports
- Follow all reasonable requests which come from any member of SANY staff and faculty.

Dean's List, High Honor Roll, and Honor Roll Requirements for Jr./Sr. High

Requirement for Dean's List is as follows:

Average is at or above 98%

Requirement for High Honor Roll is as follows:

Average is between 95% - 97.4%

Requirements for Honor Roll is as follows:

Average is between 90% - 94.4%

Requirements for Merit Roll is as follows:

Average is between 85% - 89.4%

Grading Scale and Course Requirements

Grading Scale and Course Requirements (Grade K-6)

All K-6 classes at SANY Elementary school will follow this standard scale for assigning grades for quarter and semester work.

Report cards in K-6 are standards based. This helps to ensure that scholars are assessed based on their mastery of subject-based standards. These standards are based on the most critical components and skills of all core and special area classes.

Academic Rubric

- 4- Exceeds standard expectations
- 3- Meets standard expectations
- 2- Progressing with some difficulty
- 1- Difficulty even with additional support

Grading Scale and Course Requirements (Grade 7-12)

All classes at SANY will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

Letter Grade	Min Point	Max Point
A+	98	100
A	93	97
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	76	79
C	73	75

C-	71	72
D+	69	70
D	67	68
D-	65	66
F	0	64

3. SANY Diploma Requirements

SANY Charter School grants two types of diplomas, which conform to New York State regulations citing the specific number of credits and state examinations, which must be successfully completed. The following chart describes the number of course credits as well as required examinations necessary for a high school diploma.

Subject Area	Diploma Types			Regents Exams	
	SANY	Regents	Adv. Regent	Regent	Adv. Regents
ELA	4	4	4	1	1
Mathematics	3	3	3	1	3
Science	3	3	3	1	2
Social S.	4	4	4	2	2
F. Lang.	1	1	2		1
Physical Ed.	2	2	2		
Health	0.5	0.5	0.5		
Fine Arts	1	1	1		
Electives	7.5	3.5	2.5		
Service Hours	50 hours	20 hours			
Total	26	22	22	5	8

- Regents Diploma requires following Regents Exams 1 Math, 1 Science, 1 English, 1 Global History, and 1 US History.
- Advanced Regents Diploma requires following Regents Exams 3 Math, 2 Science, 1 English, 1 Global History, 1 US History, and 1 Foreign Language.

4. Volunteerism

In order to graduate from SANY High Schools, scholars must complete a minimum of 70 hours of community service throughout 7th-12th grade. The break-down of the service hours is as follows:

Grade	Community Service Hours
7th	10 hours
8th	10 hours
9th Grade	10 hours

10th Grade	10 hours
11th Grade	10 hours
12th Grade	20 hours

Voluntary service projects are an essential part of the SANY Academic Program. There are many benefits of such service projects, some of which are:

1. Increase the chance of admitting competitive colleges
2. Requirement for numerous college scholarships.
3. Enables young people to grow in maturity and to broaden their worldview.
4. Developing skills in leadership, communication, working well with a team and time management.

In order for a scholar to receive credit for his/her community service, the following criteria must be met:

1. The service must be unpaid, volunteer service which benefits the community (typically for a non-profit or community-based event)
2. The community service/volunteer hours log sheet is to be filled out when completing community service.
3. The community service/volunteer log sheet is provided to Mrs. Paul in the Guidance office in order for her to keep track of your hours. *Remember to always keep track of your hours for your own records*

5. K-12 Homework Policy

Teachers strive to give scholars meaningful homework assignments that enhance scholars' academic development. Homework helps scholars develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Responsibility is a trait we feel is conducive to all aspects of life. It is the family's responsibility to help foster these skills. It is the scholar's responsibility to complete homework and turn it in on time. Late work will be accepted past the due date, within a reasonable timeframe and a penalty. Scholars who submit late work resulting from an excused absence or an extenuating circumstance will not be given a penalty. If the scholar or family has questions about homework, they should immediately contact the teacher who assigned it. All homework assignments must be turned in on time. It is the scholar's responsibility to make up missing assignments regardless of the excuse as early as the next school day.

6. Promotion Policy

Grades K-2 Promotion

SANY will conduct a full academic review of scholar progress in performance as related to the following elements:

- English Language Arts (ELA)
- Math
- Attendance
- Social and Emotional development

Grades 3-6 Promotion

- a. All core subjects must be passed.
- b. All scholars failing any core subject must attend summer school and pass the course to be promoted.
- c. The scholar meets the attendance policy requirements.

The passing score is level 3 and above. The average of the four marking period percentages represents the scholar's final grade for the year.

Grades 7-12 Promotion

The passing score is at 65%. The average of the four marking period percentages represents the scholar's final grade for the year. The 9th – 12th grade promotion from one grade to another shall be based on the following criteria:

Grades 7-12 Graduation and Promotion

- a. scholars must complete the core curriculum, and pass courses and exams required by the NYS education department to receive credits toward graduation.
- b. If a scholar earns a passing score with a minimum 70 on the Regents exam, they will pass the course with a 65%, automatically.
- c. If a scholar challenges a high school regents course and passes the regents exam with a minimum 85% passing score, he or she doesn't need seat time for the course credit.
- d. At the high school level, scholars will need to pass all required courses. They need to attend an approved local district summer school program and provide written proof of passing in order to receive course credit.
- e. Starting with the freshmen class of 2016-17, SANY scholars are to complete 10 hours of voluntary service hours in grade 9-11 and 20 hours of service in 12th grade to meet graduation requirements.

7. Arrival and Dismissal Times

Arrival and dismissal times may vary depending on building and transportation from the local district.

8. Attendance Terms

SANY scholars are required to attend, at minimum, 162 school days, which is equal to 90% of the total school days. Chronic absenteeism is when a scholar misses 10% or more of the school year for any reason. Chronic absenteeism can lead to scholar retention, as well as a referral to Child Protective Services for Educational Neglect. **ALL absences will count against the minimum days of attendance, regardless of why the scholar was absent.**

As a school, we require documentation for all absences. An absence, tardiness or early departure must be documented if due to illness, death in the family, medical appointment, religious holiday, court appointment, counseling appointment, road test or college exploration.

Scholars should not be absent, tardy, or dismissed early due to family vacation, babysitting, oversleeping, missing the bus, or working.

Notes:

- All absences require verification and legitimate written documentation. Appropriate documentation for absences does not eradicate any absence.
- ALL absences should be documented by emailing the main office, providing a handwritten note from the parent/guardian, or a formal doctor's note. Each day counts as one absence, regardless of the reason.
- If a scholar is absent for three (3) consecutive days due to an illness, he or she will be required to bring in a note to the Main Office from a health care physician.
- The missing assignments due to absences must be completed within two school days. There will be 30% deduction for the assignments missed due to absences.

Families must submit documentation from a licensed healthcare professional in order for the documentation to be considered legitimate written documentation.

Written excuses for absences **ARE REQUIRED BY NEW YORK STATE LAW**. Upon returning to school, the scholar must have a written explanation giving the following information:

- Scholar's name
- Date(s) of absence
- Grade
- Reason for absence
- Signature of Parent/Guardian
- Letters/notes for absences due to court appearance, college visits and doctor visits due to illness are required.

9. Family Communication for Attendance

- 3 days absent- Parent Contact (Reminder of Attendance Policy)
- 6 days absent- 1st Official Letter Home
- 9 days absent- Attendance Meeting/Official Letter
- 12 days absent- Official Letter (Potential contact of local authorities for wellness check)
- 15 days absent- Official Letter with Attendance Audit & Meeting (Potential CPS Educational Neglect call & Academic Promotion Letter)
- If the scholar exceeds 18 absences, Officials will run a Full Academic Review to determine whether the scholar must attend summer school and/or be retained.
- Alternative Education Setting (AES-*See appendix-B for details*) and out of school suspension (OSS) will not be counted toward the maximum number of days missed.
- If a prolonged absence due to a short-term physical, mental or emotional illness is anticipated and/or occurs, the scholar's parents or guardians must contact the building administrator regarding tutoring. The scholar's physician/mental health professional must verify any such absence. Tutoring counts as attendance. In addition, for those scholars with chronic health concerns that cause intermittent attendance issues, the building principal will work with the scholar, parents, and classroom teachers of the scholar to develop an action plan for credit recovery. Such plans may include, but are not limited to, homebound instruction, tutoring after school, extra class work, etc. Successful completion of this plan will enable the scholar to receive course credit.
- If your scholar is absent, it is the family's responsibility to coordinate a way to pick up missed work.

Note: Scholars may lose privileges, extracurricular activities, or field trips after the attendance hearing.

8. Early Dismissal Policy

- a. When a scholar needs to be dismissed early, the parent/guardian will email the main office or call to alert school personnel that a scholar is to be dismissed early. The parent will inform the main office as to how their child will be dismissed (pick up, bus, walker, scholar driver)
- b. A designated person for pick-up must come into the main office and sign out the scholar at the main office. High school scholars will sign out at the main office.
- c. The name of the designated person for pick up must be listed on the scholars contact/pick up consent form.

- d. Parent/guardian is to provide written documentation to the office to establish steps to take if, through an emergency, a non-designated individual is going to pick up the scholar and bring a photo ID.

9. School Tardiness Policy

It is expected that scholars arrive at school on time each day. scholars who exhibit excessive tardiness to school will meet with school administration / behavioral specialists to identify issues that may be keeping them from getting to school on time.

When necessary, the following consequences may be assigned:

- a. 5 days of tardiness - Parent Contact
- b. 10 days of tardiness - Attendance meeting
- c. 15 days of tardiness - Attendance meeting

Note: Scholars may lose privileges of extracurricular activities and field trips after 10 days of tardiness.

10. Class Tardiness Policy

It is expected that scholars get to class on time. scholars who are tardy to class, without a signed pass, will receive detention. Frequent tardiness will result in additional consequences.

- a. scholars, who are tardy to class will receive detention
- b. Frequent tardiness will result in additional consequences

11. Extended Leave

New York State Law does not permit legally excused absences for family travel or extended educational travel. Please be advised that the school attendance policy applies to extended leave. Under no circumstances will Regents Exams, State Tests, Final Exams and Benchmark exams be excused without medical documentation.

12. School Closing and Delay Announcements

Syracuse Academy of Science & Citizenship Academy align snow day school closings with Syracuse City School District. SASCS will post all “no school” or emergency school closings/delay announcements using the following channels:

- Local channels, i.e. WKTV, WCNY, Syracuse.com
- Official School Website, Official School Facebook, Instagram, Twitter
- Automated calls for all scholars and parents

Utica Academy of Science aligns snow day school closings with Utica City School District. UASCS will post all “no school” or emergency school closings/delay announcements using the following channels:

- Local channels, i.e. WKTV
- Utica Academy of Science Websites, SANY Websites & Facebook page
- Automated calls for all scholars and parents

13. Sickness or Injury During the School Day

SANY will have a nurse or first-aid-trained-professional available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse.

If your child becomes ill or are injured during school day they will:

- a. Report to the nurse’s office. If the nurse is unavailable, scholars report to the main office.

- b. Do not leave the building without reporting to the main office.
- c. The school nurse and administration will require Scholar pick-up for injured and ill scholars during the day.
 - a. All scholars are to have a reliable and available emergency contact who can pick up the scholar as needed.
 - b. If a scholar becomes ill during the school day, either with a fever and/or throws up, they cannot return to class, and must be picked up. Scholars must remain symptom free for 24 hours before returning to school.
- d. All doctors notes should be given to the main office to be filed in the nurse's office.
- e. When you are sick, report to the nurse's office. If the nurse is unavailable, scholars report to the main office. If you do not inform the office and simply miss class, it is skipping class and you will receive a disciplinary consequence.

If your child has any of the following, they must remain home until they are symptom free for 24 hours: Sore throat, cough, nausea/vomiting, fever of 100 or over, skin rash, diarrhea, swollen glands, chills, inflamed or discharging eyes, earache, or discharge from ear. It is suggested that you keep your child home with head lice or nits in order to be treated so that it does not spread.

14. Communicable Disease

A scholar, who is absent due to a communicable disease, will be readmitted only when all symptoms have subsided and a doctor's note is provided. Please contact your child's school nurse for further direction.

15. Medication Policy

If a scholar must take medicine at school, these procedures must be followed, as per NYS Education Law in order to protect all children.

- a. Parents must bring the medication to the nurse with a written Doctor's order for all medication, including over the counter items, like Tylenol or cough drops.
- b. Scholars CANNOT carry ANY medication or supplement with them to school.
- c. Medication should be in the container prepared by the pharmacist and properly labeled. Over the counter medication must be in the original container.
- d. The medication must be delivered directly to the school nurse by the parent or responsible adult.
- e. The medicine must include the following information:
 - a. Scholar Name
 - b. Name of the medication
 - c. Dosage and frequency
 - d. Time of the medication

16. Safety & Electronics Policy

When scholars enter the building, they must put personal belongings in their assigned cubby or locker.

- a. SANY will not be liable for loss/theft or damage of personal items. Scholars should not bring personal items of value to school.
- b. Scholars' bags, coats, or similar items will be searched.
- c. scholars MUST keep their locker combinations private for all lockers
- d. Lockers should not be traded or shared with other scholars
- e. scholars should report any damage, vandalism or non/working conditions to the office

- f. School cubbies and lockers are school property and the school reserves the right to access any cubby or locker at any time with regards to the search and seizure law.

Note: Scholars CANNOT carry any electronic devices during school day. **SANY is not responsible for the damage, loss or theft of electronic devices.** Violating this policy will result in disciplinary action. Elementary scholars are urged to keep electronic devices at home. High school scholars must store all electronic devices in their electronic lockers before going to class.

17. School Lunch Policy

All SANY scholars will receive **free school breakfast and lunch**. Scholars may also bring their breakfast and lunch from home. They are not allowed to leave the building to buy food or make calls for food deliveries from restaurants. Scholars cannot distribute their food to the other scholars due to strict health codes and regulations in NY State. Lunch is to be consumed in the cafeteria. Scholars will be expected to pick up after themselves and dispose of all recyclables, organic compost, and trash appropriately.

18. Food and Drink

- a. It is expected that all food be consumed in the cafeteria. Only water in a clear plastic container is allowed in the building.
- b. Due to numerous health related concerns, scholars should not share food prepared at home with each other in the school premises.
- c. No food ordering is allowed from outside vendors.

19. Celebrations (Food and Drink)

Eating/drinking is NOT allowed in any area of the building except the cafeteria or designated locations within the classroom. Water in a clear plastic container is allowed only in the building.

K-6 Birthday Recognition:

At SANY we are working to promote healthy scholars. This is one reason why we celebrate birthdays without food. Another reason we celebrate birthdays without food is to preserve instructional time. We will still acknowledge all scholars' birthdays as a way to promote acceptance and belonging in the school community, however, we will not use food and simultaneously preserve as much instructional time as possible. No party invitations will be distributed at school, unless the scholar invites the entire class section.

The School Dean must approve any parties other than those planned by the school for specific holidays.

20. Public Areas

Classrooms, hallways, stairwells, and lavatories are areas used by all members of SANY. Because everyone uses these areas, there are rules of conduct that all scholars must follow.

- a. scholars may not loiter in the halls, lunchroom or lavatories or on staircases.
- b. scholars must walk in the halls, lunchroom, lavatories, or on the staircases.
- c. scholars must walk quietly through the halls to support a positive learning environment. .
- d. scholars must keep these areas clean and safe.
- e. scholars must report any leaks, spills, or other problems to a teacher.
- f. scholars can be in these areas only with a hall pass.

21. Phone Calls

SANY restricts the use of phones during school hours. Parents calling the school during school hours to speak with their child are restricted unless there is an emergency. Messages will be taken and delivered to scholars. scholars are not allowed to use classroom phones to call their parents during class time, unless it is an emergency. scholars may be allowed to use the main office or DOS phone after school. Phone calls to teachers during the school day will not be accepted, unless the teacher is expecting your call and it is pre-approved.

22. Lunch/After School Tutoring

scholars are encouraged to sign up for tutoring during and after school. If a scholar wishes to see a teacher for tutoring an appointment must be made ahead of time so that the teacher can be available to see you. A pre-signed pass must be shown in order to be excused for lunch tutoring. Scholars must sign up for a late bus in order to stay after school tutoring.

23. School Activities

SANY schools will offer a range of activities that will enrich scholar learning during the school day and after school. Because the safety of scholars is very important to us, all school rules will apply to these activities.

24. After School Activities/ Field Trips / College Visit/ Extracurricular Eligibility

After-School Activities

Scholars must follow these rules during after school hours:

- a. Scholars cannot leave the building at dismissal and then return unless they are instructed to do so.
- b. Scholars must be with the event supervisor at all times.
- c. Parents must arrange the transportation and arrive promptly for scholar pick-up.
- d. Scholars must abide by the SANY Code of Conduct.
- e. Be advised that academic and disciplinary restrictions may apply:
 - a. A scholar who receives 3 referrals in a 30 day period will require a parent/guardian chaperone
 - b. Scholars who get any OSS 30 days prior to activity may require a parent/guardian chaperone
 - c. A scholar who displays defiant, unsafe behavior on a field trip will require parent/guardian chaperone on future trips
 - d. A scholar who receives a referral for a deliberate, physical altercation will require a parent/guardian chaperone.
 - e. If a scholar requires a parent/guardian chaperone for the aforementioned concerns, the chaperone must meet at the school at least 15 minutes prior to the departure of the school bus. If the parent/guardian does not show to the school, the child will not board the school bus and/or be transported to the field trip.
 - f. The chaperone must be subject to the approval of the Dean of scholars and/or Behavioral Specialist.
 - g. scholars must wear the school uniform unless otherwise specified.
 - h. scholars must not bring electronic devices, unless otherwise specified.
 - i. Academic restrictions may apply for scholars who do not show adequate effort to pass their classes. (Failing more than 1 subject)
 - j. If a scholar loses field trip privileges after having paid for the event they also forfeit their payment.

25. Textbook, Technology and Instructional Supplies

SANY provides scholars with the textbooks, technology, and instructional supplies. Scholars are responsible for the condition of these materials. Parents will be responsible to pay for any books, technology, or instructional supplies that are damaged, lost, stolen, defaced, or not returned.

26. Visitors

SANY Security/Office personnel will obtain clearance for all visitors upon sign in. All visitors must present an official photo ID in order to gain access to the school building. Once clearance has been established visitors will complete the sign in process and obtain a visitor badge. The badge must be worn at all times while on SANY Academy property. All visitors will be escorted to and from their desired location. school reserves the right to revoke visitor status and privileges at administrative discretion.

27. Athletics Eligibility

The Athletics Program is an integral part of the SANY Academic Program and instrumental in raising scholar athletes. Each scholar is expected to show respect, good sportsmanship and dedication to the team, the coach and the school. The following are the basic eligibility requirements for SANY schools

- At least 75% cumulative GPA on the last progress report card
- At least 90% attendance (school's minimum attendance requirement)
- For disciplinary infractions refer to the *Sports Season Player Contract*.
- If an athlete is failing one (1) class, they are allowed to attend practice and play in games. If failing two (2) classes, they are allowed to attend practice but NOT play in any games. If failing three (3) or more classes they are NOT allowed to practice or to play in any games.

28. Fire Drill

Fire Drills are mandated by New York State law. During a fire drill, all scholars will exit the classroom in an orderly manner maintaining silence and listening for teachers or administrators instructions. scholars will follow the evacuation route, which shall be posted in the classroom. In the event the original route is blocked, scholars will utilize alternative routes.

To maintain the safety of all, no talking is allowed during fire drills. scholars who do not follow the directions and talk will face disciplinary consequences.

29. School Property

At SANY, "School Property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the School or on a school bus. In certain cases, scholars may be disciplined for conduct occurring off-school property where the conduct at issue bears a relationship to the school, threatens the orderly operation of the schools, threatens another scholar's ability to attend school or pursue his or her education, or has the potential to disrupt the educational environment.

30. Academic Dishonesty

Cheating

Cheating on assignments, tests, and research papers is a serious behavioral infraction. Whether a scholar gives or receives information, the consequences are the same. Cheating results in a zero on the assignment. The incident will become part of the scholar's disciplinary record and the scholar will be required to attend a mandated Academic Workshop if the scholar(s) is found guilty.

Plagiarism

Plagiarism is the use of someone else's words or ideas without acknowledgement of the source. It is a violation of the principle of academic integrity. Any scholar who gets involved in academic dishonesty will receive zero and subsequent consequences outlined below.

1st offense—"Zero" on activity, 1 day AES, parent meeting, plagiarism workshop

2nd offense—"Zero" on activity, 3 days AES, parent meeting, expulsion from the next major field trip and the next athletics event.

3rd offense—"Zero" on activity, 5 days AES, parent meeting, behavioral contract, expulsion from all extracurriculars, field trips and sports for a month.

Further consequences will be assigned after the third offense, including the Superintendent's hearing and removal from the school.

Scholars enrolled in college courses, the local university plagiarism rules supersede the SANY plagiarism policy. These are stated in the course syllabus and/or discussed with scholars in the college course.

31. Scholar Parking

Senior parking is a limited privilege and will be given based on availability, as well as academic and behavioral eligibility.

- a. Parking permits will be given based on seniority, academic and behavioral eligibility starting with seniors.
- b. scholars must submit a letter to the school dean requesting a parking spot with all required documents including a copy of driver's licence, registration, and insurance in order to receive a parking permit from the school official
- c. scholars must park only in the designated parking area.
- d. In case a scholar fails to meet academic and behavioral expectations, parking permit privileges will be temporarily suspended.
- e. In case a scholar gets involved in reckless driving depending on the circumstance his/her driving privilege will be suspended.

SANY SCHOLAR DISCRIMINATION, HARASSMENT, AND BULLYING PREVENTION AND INTERVENTION POLICY

Policy Statement

The Board of Trustees (the “Board”) for the Science Academies of New York Charter Schools (the “School”) recognizes that learning environments that are safe and supportive can increase scholar attendance and improve academic achievement. A scholar's ability to learn and achieve high academic standards, and a school's ability to educate scholars, 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 scholars Act (the “Act”), the Board will aim to create an environment free of bullying, cyberbullying, discrimination and/or harassment and will foster civility in School to prevent and prohibit conduct which is inconsistent with the school's educational mission. This policy will be strictly enforced.

Bullying Prohibited

The Board condemns and prohibits all forms of bullying, discrimination and/or harassment of scholars based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other protected characteristic. This restriction applies to school employees, scholars, parents, school contractors, or visitors on School Property and at School Functions. In addition, any act of bullying, cyberbullying, discrimination and/or harassment at School Functions, which can reasonably be expected to materially and substantially disrupt the education process or a scholar's education, is strictly prohibited.

Definitions

For purposes of this policy, the following terms will be defined as follows:

1. "School property" means in or within (1) any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of the School and (2) a school bus.
2. "School function" shall mean a school-sponsored extracurricular event or activity, including but not limited to school concerts, sporting events, or any event where speakers are invited to speak with scholars. Included in this definition are events that take place off school property, such as competitions in other schools.
3. "Sexual orientation" shall mean actual or perceived heterosexuality, homosexuality or bisexuality.
4. "Gender" shall mean actual or perceived sex and shall include a person's gender identity or expression. This means that discrimination or harassment against transgender, gay, or lesbian scholars is prohibited.
5. "Harassment" and "bullying" shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a scholar's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a scholar to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a scholar; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach School property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

6. "Cyberbullying" shall mean harassment or bullying that occurs through any form of electronic communication, such as home computers, iPads, cell phones, or other electronic devices. For example, harassing messages sent through Facebook may constitute cyberbullying.
7. Threats, intimidation, or abuse shall include verbal and non-verbal actions.
8. "School Bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.
9. "Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term shall be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.
10. "Discrimination" means discrimination against any scholar by a scholar or scholars and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
11. "Emotional harm" that takes place in the context of "harassment or bullying" means harm to a scholar's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a scholar's education.
12. "Employee" means any person receiving compensation from the School or employee of a contracted service provider or worker placed within the school

Dignity Act Coordinator

Each school has assigned a Dignity Act Coordinator who is 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), sex, and any other characteristic protected by law. The School will share the Coordinator's name by: a) Listing such information on the School website; b) Providing such information to parents and guardians through orientations and parent teacher conferences; and c) Posting such information in highly visible areas at the School.

The Dignity Act Coordinator will: (a) Serve as the lead person responsible for facilitating implementation of the Act; (b) Participate in required training in order to respond to human relations in the areas of (including but not limited to) actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any other characteristic protected by law; (c) Be accessible to scholars and other staff for consultation and guidance as needed relative to the Act; (d) Accept reports (either written or verbal) regarding potential violations of the Act; (e) Investigate reports of the Act; (f) report to the Board of Trustees about any findings of a violation of the Act; and (g) facilitate resolution of any claims or incidents of violations of the Act.

Training and Awareness

The School will establish guidelines for training all staff about the requirements of the Act.

Training will be provided each school year to raise staff awareness and sensitivity of bullying, discrimination and/or harassment directed at scholars that are committed by scholars 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, cyberbullying, discrimination and/or harassment, emphasize positive relationships. Any training or education about the Act will include demonstrations on prevention and intervention techniques to assist employees in recognizing and responding to bullying, cyberbullying, discrimination and/or harassment as well as ensuring the safety of the victims, and reducing and addressing problems of exclusion, bias, and aggression in the School.

Upon incidents of bullying, the School may hold additional training or disseminate educational material concerning the Act.

Teachers and scholars are encouraged to suggest to the Dignity Act Coordinator other methods and procedures for training and raising awareness about the Act.

School technology and School Functions may be employed to disseminate awareness of the Act.

Rules against bullying, discrimination and/or harassment will be included in the Parent-scholar

Handbook, publicized School-wide and disseminated to all staff and parents.

An age-appropriate summary of the Act shall be distributed to all scholars at the beginning of each school year.

The School's policy concerning the Act will be disseminated to employees at least once per year.

The School will annually review its Parent-scholar Handbook and update it if necessary, taking into consideration the effectiveness of its provisions and consistency and fairness of its administration.

Teaching scholars about Bullying

School instruction will include a component on civility, citizenship and character education. Such components shall instruct scholars 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. The School will also incorporate instruction designed to reduce any instances of harassment, discrimination, or bullying into extracurricular or school-sponsored programs and activities.

Instruction will also be provided during the School year in the safe, responsible use of the Internet and electronic communications, which will be designed to reduce instances of bullying and cyberbullying.

Reports and Investigations of Bullying, Discrimination and/or Harassment

Any person who has been a victim or who knows of a potential incident of bullying, discrimination, or harassment is required to report it to the Coordinator. School employees who witness harassment, bullying, or discrimination, or receive a report of such harassment, bullying, or discrimination must verbally notify the Coordinator or the School Director no later than one school day after the employee witnesses or receives a report of harassment, bullying or discrimination. School employees must also file a written report with the Coordinator and School Director no later than two school days after making the oral report. The content of the written report should be sufficient to allow the School or the Coordinator to investigate the allegation or report of violations of the Act. All school employees are expected to participate in the investigation of any allegation of violations of the Act.

scholars may make reports of harassment, bullying, or discrimination to the Coordinator in person, by e-mail, or confidentially through other means.

After receiving a report of potential violation of the Act, the Coordinator will promptly investigate all complaints of bullying, either formal or informal, and take prompt corrective measures, as necessary. If, after an appropriate investigation, the School finds that this policy has been violated, prompt corrective action will be taken to end the harassment, bullying or discrimination, and eliminate any hostile environment. The School may also implement other remedial measures to ensure the existence of a positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the scholars. The School Director will promptly notify the appropriate local law enforcement agency if any harassment, bullying or discrimination constitutes criminal conduct.

The School will annually report material incidents of bullying, discrimination and/or harassment which occurred during the school year to the State Education Department. Such a report shall be submitted in a manner prescribed by the Commissioner, on a date as determined by the Commissioner.

Reporting

The Superintendent will regularly report on data and trends related to harassment, bullying and discrimination to the Board.

Prohibition on Retaliation

Any person who has reasonable cause to suspect that a scholar has been subjected to bullying, discrimination and/or harassment by an employee or scholar, 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 participate in the investigation of a complaint of bullying, discrimination and/or harassment.

SCIENCE ACADEMIES OF NEW YORK (SANY)

COLLEGE PREPARATORY K-12 CHARTER SCHOOLS



SCHOLAR CODE OF CONDUCT

2021 - 2022

Dear Parents and scholars,

SANY administration and faculty are dedicated to establishing a positive school climate that promotes a safe and comfortable educational environment. The first component of a positive school culture is establishing clear expectations for scholars.

SANY Scholar Responsibilities:

- Treat all members of the SANY Community with respect, and kindness
 - I will be on time
 - I will be prepared for each class
 - I will be in a proper, clean, well-fitting uniform
 - I will be on task
 - I will be ***respectful*** to all members of our community
 - I will be ***prepared and ready*** to learn
 - I will keep myself and others ***safe***
 - I will be ***responsible***
- Follow school rules, regulations, and policies
- Follow the academic and behavioral guidelines in order to participate in clubs, extracurricular activities and sports
- Follow all reasonable requests which come from any member of SANY staff and faculty.

These expectations are expected to be followed on property (including transportation), and at every event.

The second component of a positive climate is safety and a well-established code of conduct. Therefore, the Scholar code of conduct has been developed to establish and enrich healthy behavioral expectations, rules and regulations. Please take time to review the SANY Expectations with your child.

A. Non-Negotiables

1. Dress Code
2. Electronic Devices
3. Locker/Cubby Usage
4. Food and Drink
5. Reinstatement Meeting

B. General Conduct

C. Positive Recognition and Rewards

D. Minor Infractions

- a. Addressed in the classroom

E. Major Infractions

- a. Code Blue
- b. Code Orange
- c. Code Red

F. Bus Conduct

- a. Expectations
- b. Infractions
- c. Tiered Consequences

A. Social Emotional Learning & Scholar Incentives

Positive Behavior Intervention and Support (PBIS) programs are value based programs, which help scholars to learn, practice and demonstrate respect, and kindness for each and every member of the SANY Community. SANY teaches and promotes various traits each month through research based social emotional learning programs. It is essential for each scholar to understand and practice these traits daily since they are an essential part of our school culture and everyday life.

INCENTIVES: At SANY, we believe in the PBIS model to encourage positive behaviors. SANY believes positive reinforcement for good behaviors improves scholars' academic and behavioral performance. There will be many opportunities for scholars to be rewarded as provided by building level. Scholar recognition will be based on character traits, scholar efforts, and academic achievements.

Scholar Incentives include:

- scholar of the month
- academic achievement awards
- personal growth
- special recognition for excelling with particular SEL traits

A2. DRESS CODE

Dress Code Policy and Procedure

SANY schools have a dress code policy, which contributes to create an intellectually and physically safe learning environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Furthermore, we believe that the studious look in their dress code prepares scholars for the workplace, and allows them to show pride in being part of the SANY family.

Scholars are expected to arrive at school in proper uniform. Uniforms should be in a condition which demonstrates pride in themselves and their school. This includes modesty, cleanliness, and well-fitting uniforms. Scholars who arrive at school out of Dress Code will be immediately sent to the office for parent contact and will be able to return to class when in proper uniform.

For regular school days, scholars are to wear only:

- Khaki / Blue slacks*
- Khaki/Blue knee-length (or longer) skirts or shorts (No jeans, cargo pants, spandex, leggings, yoga pants or other designs)
- Light blue and burgundy school shirts with logo
- School fleece, sweatshirt or hoodie with logo
- Any color of shoes (No flip-flops, open toe-shoes, high heels, or sandals)

In physical education classes, middle school and high school scholars must wear:

- SANY Atom GYM T-Shirt,
- SANY Atom shorts or plain navy blue sweatpants,
- Appropriate alternative GYM attire,
- Sneakers

IMPORTANT:

1. Scholars who arrive at school out of Dress Code will be immediately sent to the office to call home and required to return in Dress Code. Scholars who do not return to school are considered absent.
2. The scholars will receive a Notice of Dismissal and will be dismissed with parents' written consent.
3. Repeated Dress Code Violations will result in a parent conference. scholars will only be able to "dress down" when that privilege is earned.
4. No undergarments should be visible
5. Wearing your uniform inappropriately is considered a Dress Code Violation (see appendix-C for more details)
6. Hats, **hair bonnets**, **bandanas**, hoodies, hoods, and **scarves** are not to be worn in the building and will be considered a dress code violation.
7. Any outerwear not issued as part of the uniform cannot be worn in the building
8. Dress Down days will be announced to staff, scholars, and parents/guardians in advance and will not be a regular occurrence.
9. Scholars may wear long sleeve shirt under their SANY polo
10. Scholars are required to wear stockings or leggings underneath all skirts.
11. Scholar athletes are not permitted to wear their team jersey or related apparel in place of their uniform on a regular school day.
12. Scholars must store purses, clutches, fannypack and/or small decorative bags inside of their bookbag and are not to be carried in the school building.

Additional Dress Code Requirements and Limitations

In addition to making sure you are wearing the school uniform, SANY Schools require that you follow these additional guidelines in terms of uniform appearance and personal appearance.

1. Jewelry should be appropriate for school and not attract undue attention. SANY reserves the right to decide on the appropriateness of jewelry.
2. Scholars may wear earrings not bigger than a quarter to school that do not attract undue attention.
3. Cosmetics should be appropriate for school and not attract undue attention.
4. Uniforms may not be ripped, have holes, or have decorative alterations
The following items are not to be worn or brought into classrooms and should be removed and stored in lockers prior to scholars' first class: Jackets, hats, caps, berets, scarves, bandanas, winter hats, mittens and gloves.

Dress Down Days

1. Shirts must include sleeves and be full length.
2. Shorts must be knee length
3. Skirts must be knee length
4. Undergarments must not be exposed
5. Jeans may not be ripped or have holes
6. Baggy and sagging slacks are not permitted.
7. **Loose sweatpants are okay.**

Absolutely none of the following are permitted:

1. Baggy or sagging slacks: Sagging bottoms are not permitted and displaying of undergarments is a violation of the dress code. Those scholars whose bottoms do not rest appropriately at their waist should wear a belt.
2. Skinny pants/jeans, skin tight, body-hugging materials
3. Clothing made from lycra or stretch material

4. Jeans/denim fabric including dark wash
5. Defacing of the SANY uniform polo shirt by writing, cutting, tearing etc; those scholars whose uniforms have been defaced will be required to purchase a new one prior to returning to classes
6. Gym shorts and yoga pants
7. No open-toed shoes such as slippers, sandals, flip flops, sliders, etc and high heel shoes
8. Waist and/or hem should never be rolled to shorten the length of skirt
9. Hoods must be down at all times in the building (Not worn on head)

If a scholar is deemed to be dressed inappropriately on dress down days, he/she will be asked to correct their clothing choice to reflect the dress code; should the scholar refrain from changing his/her clothes, a parent/guardian will be called and the scholar will be sent home.

Electronic Device Policy

Personal electronics are not allowed to be visible on any part of school grounds. There is no use of video recording or photos except under the direct supervision of a teacher, with approval from administration.

Elementary scholars are encouraged not to bring electronics to school. If necessary, electronics shall be kept turned off and secured in the scholar's backpack for the duration of school day.

Middle and High school scholars must put all electronic devices, including but not limited to, phones, smart watches, ipads and tablets in designated lockers when entering the building.

SANY is not responsible to investigate or replace any lost or stolen electronic devices.

If the scholars are caught with electronic devices:

- a. Scholars must surrender the phone to the school staff
- b. The Behavioral Specialist or Dean of scholars will keep the phone and contact the parent.
- c. The school keeps the phone:
 - First Offense - The device is kept until parent or guardian pick it up
 - Second Offense - The device is kept for 5 calendar days
 - Third Offense - The device is kept for 10 calendar days with parent meeting and behavioral contract
 - Fourth Offense - - The device is kept for 15 calendar days with a Formal Hearing

***Electronics can only be picked by legal parents and guardians,
it will NOT be given to scholars.

*Scholars who refuse to surrender their phones will be sent home and given a referral for refusal to follow administrative directions.

A3. SANY Scholar Checklist: SANY scholars are expected to enter each classroom with the following non-negotiable checklist items.

- **Be on time:**
 - Scholars are expected to be in the classroom and ready to start bell work.

- o Any scholar who is out in the hallway after the bell may be referred to the behavioral specialist for intervention.
 - o Scholars must get a pass to see any staff member in between periods. Otherwise it is considered unexcused tardiness.
 - o Any scholar who is tardy more than 10 minutes is considered cutting class, which is code blue infraction.
- **Be prepared for each class:**
 - o Scholars are expected to bring their required classroom materials with them before the bell.
 - o School agenda is a required school supply and must be carried with scholars to every class.
 - o Missing classroom supplies result in poor participation grade as well as out of class referral.
 - **Be in proper uniform:**
 - o You are expected to be in proper school uniform before you arrive at the school in the morning.
 - o Only scholars in proper uniform will be allowed in the classroom.
 - **Be on task:**
 - o Scholars are expected to take full opportunity to learn in each and every class.
 - o Any scholar who is not on task and doesn't respond to classroom interventions and prevent other scholars' learning will be referred to behavioral specials for further consequences.

B. MINOR INFRACTIONS

A "minor infraction" is an infraction that is minor in nature and does not consist, of the following: (1) conduct that causes or results in a serious disruption of the academic process; (2) conduct that causes or results in damage to school property or the property of another person; (3) conduct that causes or results in another person's injury; a threat or threats to damage another person's property or to injure or harm another person; the possession or use of any weapon on school grounds or at a school event, including a firearm or any item listed in Education Law § 3214(c)(1); the possession, sale or use of illegal narcotics or alcohol; or conduct that constitutes the harassment or discrimination against another based on that person's race, color, national origin, creed, sex, sexual orientation, gender identification or similar misconduct.

Elementary:

Minor infractions will be acknowledged through class DOJO. Teachers, faculty, staff, and administration may issue a zero point acknowledgement in "yellow" to scholars who need reminders to be safe and be respectful. Scholars will have opportunities for redirections, reminders, and interventions before being issued a classroom consequence. Scholars will be issued an immediate zero point acknowledgement when they are exhibiting unsafe, minor behaviors and demonstrating disrespectful attitudes towards others. Repetitive minor infractions, across the school day, may result in scholar referral.

Middle and High:

SANY teachers are trained to manage their classrooms with a set of expectations and school wide routines for a safe and positive learning environment. Teachers are expected to apply to in-class interventions in accordance with the general school rules and classroom expectations to address any misbehavior in their classroom. If a scholar doesn't respond to in-class interventions, teachers are expected to have a scholar conference or assign teacher detention before writing a formal referral on the student information system. Scholar conferences or

teacher detentions will be a part of disciplinary progression therefore must be documented in the student information system by teachers.

C. MAJOR INFRACTIONS

If a scholar fails to respond to classroom interventions he or she will be referred to the behavioral specialist and may be subjected to scholar discipline as stated below. The referrals for such infractions are listed below often require immediate and serious attention by the behavioral specialist and the principal. A referral for such alleged infractions will be followed up by an investigation and communication among multiple stakeholders before deciding the appropriate process or intervention.

Code Blue Infractions

1. Being restricted or unauthorized area
2. Cutting class
3. Listening or broadcasting out loud music in the school building
4. Instigating or conspiracy to harm others
5. Causing damage to property
6. Disrespectful attitudes toward teachers
7. Excessive disruptions during class (more than three level warning)
8. Failure to follow school-wide rules
9. Leaving the class without permission
10. On-going disrespectful conduct
11. Public display of affection
12. Refusing to follow staff directions
13. Use of another person's locker or cubby
14. Verbal confrontation with peers (heated argument)
15. Failure to follow emergency drill directions including talking during fire drill
16. Profanity toward another scholar
17. Unauthorized use of technology
18. Horseplaying
19. Use of another person's password or online accounts

Code Blue Consequences

- Administrative Detentions / recess restriction – multiple days
- After school Detention - multiple days
- AES placement from 1 to 5 days
- Saturday Detention 1 to 5 days
- 1-3 days out of school suspension
- Counseling memo with parental meeting
- Limited use of device

NOTE: Depending on severity and repetition; any of these consequences may be issued.

Code Orange Infractions

1. Any sort of sexual contact
2. Conduct that ignores the others' health or safety
3. Damage to school or private property (Parent is accountable for any cost of the damage.)
4. Demonstrating disrespectful attitudes toward administrators
5. Entering the school under the influence of drugs or alcohol (smell of drugs or alcohol).
6. Possession of tobacco, alcohol, prescription medications, illegal drugs, e-cigarette, or related paraphernalia
7. False activation of the fire alarm
8. Fighting (on or off school grounds)
9. Harassment with efforts to intimidate, bully or ridicule in person or on social media (email, Facebook, Snapchat, Twitter, Instagram, Kick, TikTok, etc.)
10. Skipping school
11. Harassment with offensive expressions or gestures
12. Harassment with unwelcome sexual advances
13. Harm or destruction of any sort of data
14. Infiltrating the SANY school database
15. Leaving school grounds without permission
16. Offensive, sexually-oriented or threatening messages, pictures or symbols
17. Refusing or ignoring to follow administrator's direction
18. Profanity towards staff in any format verbal, written, online etc.
19. Physical attack on scholar
20. Resistance toward public safety officers, school administrators, or securities
21. Unauthorized possession of a prescription or over the counter medication
22. Verbally or physically challenging administrative authority
23. Posting pictures or videos of staff or scholars on social media without permission.
24. Theft of any kind
25. Using technology in a harmful or sexual explicit way
26. Inappropriate contact to teachers
27. Plagiarism
28. Bus referral

The following School Safety and Educational Climate (SSEC) codes are state reportable incidents that are considered violent or disruptive.

SC3 - Assault

SC5a - Discrimination/Bullying/Harassment (excluding Cyberbullying)

SC5b - Discrimination/Bullying/Harassment (Cyberbullying)

Code Orange Consequences

- Multiple days of AES
- Social Probation
- Bus suspension
- Bus expulsion
- 1-3 days of out of school suspension + Multiple days of AES
- Saturday Intervention Program (S.I.P.)
- 5 days OSS without hearing
- 5 Days OSS with superintendent's hearing
- Formal hearing
- Expulsion

NOTE #1: A scholar who grossly disrespects any staff member cannot continue with his/her regular schedule for the day. He/she is immediately either sent home or placed in AES for the day.

NOTE #2: A scholar who refuses to follow administrative instruction is immediately sent home for the day.

NOTE #3: Scholars will require a parent/guardian to attend subsequent field trips and school-wide social events when they:

- a. are unsafe on a previous trip or event
- b. have received OSS prior to the trip or event
- c. have received multiple referrals prior to the trip or event

NOTE #4: Parents and scholars must sign the code of conduct contract after the first fight.

NOTE #5: Repetitive infractions may result in long term suspension/expulsion.

NOTE #6: Depending on severity of the listed infraction and/or scholar's disciplinary history, administrators may issue any of the listed consequences starting from AES to expulsion.

Code Red Infractions

1. Any sort of assault to a member of school community
2. Any direct threats to school personnel
3. Arson
4. Damage to school property which disrupts or impairs school business
5. Indecent assault
6. Indecent exposure
7. Involvement in, or threatened use of, a bomb or other explosive devices
8. Assaults with a weapon, or where serious injury may result
9. Possession of any weapon (knife, firearm, starter pistol, bb gun)
10. Possession of harmful biological or toxic substances
11. Possession of, or involvement in the planning, making, or use of, an explosive, incendiary or chemical
12. Rape
13. Retaliation against employee, witness or hearing officer
14. Robbery/Extortion
15. Sale, possession or use of controlled substances at a SANY school or event
16. Threats related to any other weapon, including biological or toxic substances
17. Threats to kill or seriously injure any member of our school community
18. Posting explicit pictures or video of staff or scholars on social media
19. Any similar assault/threat which endangers SANY community members

The following School Safety and Educational Climate (SSEC) codes are state reportable incidents that are considered violent or disruptive.

SC1- Homicide

SC2 - Sexual Offense

SC3 - Assault

SC4 - Weapons Possession

SC5a - Discrimination/Bullying/Harassment (excluding Cyberbullying)

SC5b - Discrimination/Bullying/Harassment (Cyberbullying)

SC6 - Bomb Threat

SC7 - False Alarm

SC8 - Threat of School Violence (Other than Bomb Threat and False Alarm)

SC9 - Use, Possession, Sale of Drugs

SC10 - Use, Possession, Sale of Alcohol

Code Red Consequence

A charge of any such offense may lead to a Superintendent's Hearing to determine the scholar's responsibility for such charges and an appropriate penalty, up to an potentially including an out-of-school suspension for more than five school days or expulsion.

* Unless otherwise decided by the Superintendent based on unique conditions

Saturday Academy Detention Terms

Scholars assigned Saturday detention for infractions of the Code of Conduct shall comply with the following rules and requirements

- Scholars must report in uniform.
- Parents/guardians are responsible for drop off and pick up.
- Scholars must provide their own lunch.
- No scholars will be allowed to enter after 9:30 A.M. Detention will be rescheduled for the following Saturday.
- Scholars who do not attend the assigned Saturday Academy Detention will have one opportunity for a reschedule. If the scholar does not show to the second assigned Saturday Detention, a suspension will take its place.
- Scholars who disrupt the detention are sent home and the scholars are expected to make up the day.
- The scholar must complete the assigned tasks.

After School Detention Terms

- The parent/guardian is responsible for arranging the transportation.
- Scholars who disrupt the detention are sent home and the scholars are expected to make up the detention.
- In order to serve detention, the scholar must follow the AES rules and regulations.
- The scholar must complete the assigned tasks.

Suspension and Hearings

Short Term Out-of-School Suspension

In the event a scholar is charged with repetitive minor infractions in the same school year or a major infraction, the School Dean may impose an out of school suspension for up to five consecutive school days under the following process:

When the School Dean determines that a scholar has violated the Code of Conduct in a manner that warrants such a suspension, the Dean shall, when possible, provide the scholar's parent or person in parental relation with telephonic notice of the charged conduct, that the Dean is considering imposing or has imposed an out-of-school suspension, and that the scholar and the scholar's parent or person in parental relation has a to an informal conference with the Dean concerning the charged conduct and proposed or imposed suspension, as provided in Education Law § 3214(b)(1). The Dean shall also provide such notice in writing to the scholar's parent(s) or person(s) in parental relation, which shall be delivered to the last known address of the scholar's parent(s) or person(s) in parental relation by means calculated to result in delivery within 24 hours of the decision to propose or impose an out-of-school suspension and written in the dominant language of the parent or person in parental relation. The Dean shall provide such notice before imposing of an out-of-school suspension, unless the Dean determines that the scholar's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon as possible after the suspension as is reasonably practicable.

Long Term Out-of-School Suspension

In addition, a scholar may be referred to a Superintendent's Hearing during which a hearing officer appointed by the Superintendent shall review and consider evidence that the scholar is responsible for the charged violations of the Code of Conduct. Such hearing shall be conducted in compliance with Education Law § 3214(c)(1). The scholar and/or the scholar's parent(s) or person(s) in parental relation shall be permitted to question witnesses, present witnesses or other evidence, and be heard regarding the evidence submitted in support of any charges considered at the hearing and the scholar's responsibility in their regard and/or mitigating factors. The hearing officer shall ensure that an audio recording of the hearing is created and maintained by the School. At the conclusion of such hearing, the hearing officer shall provide the Superintendent with findings of fact regarding the charged offenses and, if appropriate, recommendations as to an appropriate penalty based on the hearing officer's findings of fact, the gravity of the offenses, and any mitigating factors, as well as the scholar's anecdotal record. Such a penalty may consist of a suspension as the hearing officer deems appropriate or expulsion.

The Superintendent shall review the findings of fact of the hearing officer and any recommended penalty. The Superintendent may accept all or any part of the hearing officers findings and recommendations or modify any of them as the Superintendent deems appropriate. The Superintendent shall provide the scholar and the scholar's parent(s) or person(s) in parental relation with written notice of the Superintendent's determination by delivery to the last known address of the scholar's parent(s) or person(s) in parental relation.

Within ten days of the date of the Superintendent's notice of his or her determinations, a scholar or the scholar's parent(s) or person(s) in parental relation may appeal the Superintendent's determinations to the SANY Board of Trustees in writing. The SANY Board of Trustees may, in its discretion, permit the scholar or the scholar's parent(s) or person(s) in parental relation to address it in executive session concerning the grounds for such an appeal. As soon as practicable, the Board of Trustees shall decide any such appeal and provided the scholar and the scholar's parent(s) or person(s) in parental relation with written notice of its determination.

Violent Pupil or Violation of Guns Free Schools Act

A scholar who is found in a Superintendent's Hearing to have engaged in conduct that qualifies the scholar as a "violent pupil" under Education Law §3214(2-a) or to have brought a firearm to have possessed or brought a firearm at a public school, including any SANY school, shall be subject to an out-of-school suspension of not less than one calendar year. The superintendents shall have the authority to modify this suspension requirement for each scholar on a case-by-case basis.

Discipline of Students with Disabilities

A scholar with a disability, as defined in Education Law § 4401 it is scholar presumed to have a disability for discipline purposes may be suspended or removed from his or her current educational placement for violation of school rules only in accordance with the procedures established in Education Law § 3214(g). A "scholar presumed to have a disability for discipline purposes" shall mean a scholar with the School had knowledge to be a scholar with a disability before any behavior that resulted in disciplinary charges or action.

Alternative Educational Setting (AES)

AES is a directed study in a temporary alternative setting which provides scholars an opportunity to complete required course work with assistance from a teacher. The purpose of the AES is to provide scholars who are the subject of an out-of-school suspension with an environment in which they may obtain a substantially equivalent education to that which is provided in their regular class during the course of the suspension.

AES Procedures:

1. Administrators are the only authority to assign the scholars in AES.
2. The assignments of the day are provided to the scholars.
3. The scholars complete each assignment by following the directions.
4. The teachers will visit the AES room throughout the day to provide instruction and answer scholars' questions.
5. If a scholar fails to meet the AES Code of Conduct, s/he is sent home. The AES will be rescheduled or additional consequences will be directed.
6. Scholars must complete the assigned AES days to return the regular classes (any sort of absences are not considered as AES day).
7. The supervisor collects all the completed assignments at the end of the day.

Scholars assigned to an AES must comply with the following AES rules and the School's Code of Conduct and their failure to do so may result in additional student discipline:

1. Scholars shall report to the assigned location of AES and sign-in no later than 8:30 AM.
2. Scholars shall only sit in the seat assigned to them.
3. Scholars shall copy and sign the AES contract and return it to the supervisor.
4. Scholars shall complete all assigned work individually and without collaboration with other scholars.
5. Scholars take notes or write questions to ask for help from the teachers when they arrive.
6. Scholars have to sign in and out when they leave the room for bathroom
7. Scholars must follow instructions given by the supervisor, teacher or administrator.
8. Scholars are NOT allowed to:
 - a. Talk to each other
 - b. Work together
 - c. Make any sort of noise/disruption
 - d. Leave the room without permission
 - e. Bathroom breaks will be scheduled.
9. Scholars must return all the completed work to the supervisor before leaving the room.
10. Scholars, who fail to meet the AES expectation, will be sent home after the parent's informed.
11. Scholars, who are sent home, have to make up for the missing day.

Reinstatement Meetings

A scholar who has been assess an out-of-school suspension must attend a reinstatement meeting between the scholar, the scholar's parent(s) or person(s) in parental relation, the scholar's teacher(s) and administration to discuss the violation committed by the scholar, future expectations for the scholar's behavior and school work, and related issues. Any confiscated items will be returned to the parent or person in parental relation at that meeting and the scholar and the scholar's parent(s) or person(s) in parental relation are expected to adhere to any goals and expectations of any plan agreed upon during such meeting. The meeting **MUST** occur prior to the scholar's return to school.

Scholar Contracts and Descriptions

In the discretion of the Superintendent, the Superintendent may offer a scholar the option of entering into a behavioral, attendance, or academic contract, in lieu of imposition of an out of school suspension or other penalty, as indicated below.

Behavioral Contract: In lieu of the imposition of an out-of-school suspension that has been imposed following a Superintendent’s Conference, the Superintendent, in his or her discretion, may offer a scholar the opportunity to have such penalty held in abeyance and to continue to attend school if the scholar and his or her parent(s) or person(s) in parental relation enter into a written agreement pursuant to which the penalty shall be held in abeyance and the scholar permitted to continue attending school, provided the scholar does not violate the Code of Conduct for the balance of the agreement’s term. The agreement shall also identify target behaviors, define the expectations of the scholar, and provide for means of communication between the scholar, the scholar’s parent(s) or person(s) in parental relation, teachers, and administrators. Such scholars are usually referred to S.I.P. Any scholar who is a party to a behavioral contract will be monitored weekly for progress check and consultation.

Academic Contract: Scholars who persistently show insufficient effort in completing academic work and who do not achieve passing grades in one or more courses because of a failure to undertake reasonable effort to complete academic assignments and studies, and not because of an identified disability or need for academic intervention services, will be referred for an academic contract until they improve and maintain reasonable academic performance. Such scholars will be ineligible for participation in extracurricular activities, including scholar athletics and will be required to meet weekly with a guidance counselor and/or other adults to assess the scholar’s progress. A typical academic contract is for a month and subject to extension based on scholar performance.

Attendance Contract: Scholars with persistent attendance problems, including truancy and absenteeism, are not eligible for participation in extracurricular events, including scholar athletics. Scholars having such problems will be provided with an attendance contract that shall specify the limitation on the scholar’s participation in extracurricular activities and require the scholar to meet weekly with a behavioral specialist or guidance counselor to assess the scholar’s progress regarding attendance and consider any appropriate modification of restrictions on the scholar’s eligibility for participation in extracurricular activities.

Scholars with a contract who do not show significant progress after multiple intervention and support sessions may be asked to leave the SANY Academic Program permanently.

D. ONLINE EDUCATION (when applicable)

Attendance Policy

SANY is aware that all family and scholar circumstances may vary, especially during these unprecedented circumstances. SANY staff is available to ensure the success of scholars during this time.

At SANY Elementary and Middle School scholars are given a choice of hybrid and full time online education. SANY High Schools provide synchronous and asynchronous lessons for online education. Synchronous lessons (online live learning) are available for some classes. However, asynchronous lessons are available to all scholars 7 days a week, 24 hours a day.

Attendance in an Online Education Program is defined as evidence of “engaging with the assigned material” at least one time per day. Attendance will be measured by the full day. Evidence of attendance will be measured in at least one of the following ways (including, but not limited to):

- Google check in forms
- Assignments submitted on that day
- Questions to answer on Google Classroom or Class Dojo

- Participation in an online discussion
- Class participation during the scheduled class time
- Scholar participation during scheduled related services
- Phone call with the teacher or Related Services provider

It is expected that parents, to the maximum extent possible, ensure that their child participates in the online education program. Parents do not need to call if their child is unavailable for the designated class time, as long as the scholar completes the daily assignment. If a scholar will not be able to participate in any learning activities that day, a parent can email the scholar's teacher. The absence will be considered excused.

The scholar will receive an unexcused absence when:

- Not participate in any part of the learning activities for the day,
- Not checked in with the teacher, and
- The parent does not contact the teacher.

Regardless of whether the absence is excused or unexcused, it will be counted towards the chronic absenteeism threshold which is 10 percent of total instructional days.

Appendices

Appendix A: Behavior Intervention Plan

Level	Intervention	Descriptions	Follow-Up
Level-1 (5 referrals)	Scholar Conference	Review rules and consequences with an in person meeting. scholars sign a letter of acknowledgment.	Evidence-1 Acknowledgement Letter
Level-2 (10 referrals)	1st Parent/ Scholar Conference	Parents are presented with the scholar's current disciplinary status, rules, and consequences in the presence of the scholar. Parents and scholars sign the letter of attendance. NOTE: scholars are placed in AES until the parents schedule the meeting.	Evidence-2: 1 st Parent-Scholar Conference
Level-3 (15 referrals)	2nd Parent/ Scholar Conference	Scholars check with behavior specialists	Evidence-3: 2 nd Parent-Scholar Conference

		every other day to get adequate support.	
Level-4 (20 referrals)	3rd Parent/ scholar Conference	scholars are required to see a behavioral specialist everyday and expected to show significant effort to correct his behaviors.	Evidence-4: Final Parent Conference with potential hearing meeting

Important Note: Any code red or multiple code orange referrals are not restricted by 20 cumulative referrals for a formal hearing.

Appendix B: Internet Use and Privileges

The list below is by no means exhaustive, but attempts to provide a framework for sites which fall into the category of unacceptable:

1. Adult/Sexually Explicit/Pornography
2. Criminal Skills
3. Drugs, Alcohol and Tobacco
4. Gambling
5. Intimate Apparel
6. Hacking
7. Hate (Crimes)
8. Personals and Dating
9. Violence/Offensive Language or Action
10. Remote Proxies
11. Weapons
12. Social Networking Websites (i.e. FaceBook, Twitter, Snapchat, Kick, Instagram)

Appendix C: Bus Conduct

Expectations

- Follow the directions given by the bus driver, substitute, or aide and be respectful.
- When waiting at a bus stop, wait in a line that starts well back from the curb.
- If crossing a street to or from a school bus, cross only in front of the stopped bus when the STOP paddle is out and red lights are flashing.
- If crossing the street at an intersection, cross with the green light and WALK signal.
- Get on or off the bus only when it is completely stopped.
- If the bus driver asks a scholar to sit in a particular seat, the scholar should follow that request.
- Sit in only one seat; do not save seats for others.
- Stay in your seat at all times the bus is moving.
- If there is a seat belt, keep it fastened.
- Keep the aisles of the bus clear.
- Help keep the bus clean by keeping waste paper off the floor.
- Get off the bus only at your assigned stop.
- In the morning, be at your stop ten minutes before the scheduled pick-up time. (Buses will not wait for scholars who are not present).
- If scholars miss the bus, the parent/guardian will need to pick up or drop off to and from school

- Only leave the bus at your designated stop.
- Do not stand when the bus is moving.
- Do not place any part of your body outside the bus windows (including hands, arms, and head).
- Do not bring anything onto the bus that is heavy, sharp, or bulky or could affect the safety of other bus riders. This includes skateboards, sticks, unicycles, skis or vaulting poles, breakable containers, strap or pin sticking out from clothing, or anything flammable.
- Weapons, including knives and guns, are strictly prohibited. There is a zero tolerance policy on weapons.
- Do not eat or drink on the bus.
- Do not bring matches or tobacco on the bus.
- Do not open windows, unless you have permission from the bus driver.
- Do not take photos or videos of scholars or the driver without their permission.

Riding the school bus is a privilege, not a right. Safety is the first priority for the Transportation Department. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events.

Code Blue Infractions	Code Blue Consequences
<ol style="list-style-type: none"> 1. Failure to remain seated properly 2. Loud disruptive talking or yelling 3. Harassing other passengers, driver or bus assistant 4. Eating or drinking on the bus 5. Littering 6. No face mask 	Phone call home Detention Counseling Memo In-School Suspension 1 day Bus Suspension 3 day Bus Suspension 5 + day Bus Suspension

Code Orange Infractions	Code Orange Consequences
<ol style="list-style-type: none"> 1. Profanity, obscene language or gestures 2. Extending any body part outside of the window 3. Refusal to follow bus drivers instructions or other defiant behavior 4. Spitting 5. Throwing objects on the bus and out of the bus 6. All forms of bullying, including verbal, physical, or electronic 7. Failure to keep your hands to yourself 8. Unsafe behavior not listed elsewhere (bus stop) 	Counseling Memo Detention In-school Suspension 3 day Bus Suspension 5 day Bus Suspension 10 + day Bus Suspension

Code Red Infractions	Code Red Consequences
<ol style="list-style-type: none"> 1. Fighting or Physical assault 2. Possession/use of a weapon, firearm, destructive device, or dangerous instruments 3. Destroying bus property 4. Tobacco, alcohol or drug possession 5. Activation or tampering with emergency or safety equipment on the bus. 6. Unauthorized exit from the emergency door or window 7. Throwing objects at/towards the driver or bus attendant 8. Inappropriate sexual behavior such as exposing oneself or performing sexual acts 9. Any action causing harm to others with an object 	<p>5 day bus suspension</p> <p>10+ day bus suspension up to and including suspension from the bus for a school year.</p> <p>All Code Red Infractions will result in immediate bus suspension pending investigation. Additional suspension, if applicable, will be assessed.</p>

Discipline procedures

All instances of misbehavior on the bus and at bus stops are serious, because it can affect scholar safety and well-being.

Discipline ranges from warning to expulsion.

Major offenses are very serious. The scholar who commits a major offense will be suspended from riding the bus. The length of the suspension will depend on the severity of the major offense. For each offense, a scholar receives a Bus Incident Report. A copy will be sent to the parent/guardian. When a scholar receives several incident reports, this will result in suspension of three to 30 days, or for the remainder of the school year, depending on the offense. If a scholar is suspended or expelled from the school bus, they must be transported to and from school by a parent and/or guardian.

Minor offense:

- Verbal warning from driver to scholar. Driver/School officials may also contact the parent/guardian.
- Written warning from driver to scholar: The driver verbally warns the scholar, completes a Bus Referral, and submits it to the Dean of Students. Copies are sent home to the parent/guardian.
- Student will be counseled
- Parent conference
- In-school consequences, such as lunch detention, AES, etc.

Subsequent offenses may result in:

- Parent notification and parent conference
- Bus suspension of 1, 3, or 5 days, depending on the number of infractions and severity of behavior
- Loss of bus privileges for two weeks, or permanent bus suspension depending on number of infractions and severity of behavior

Major offense:

- The scholar will be suspended from riding the bus.
- The driver completes a Bus Referral; a copy is sent home to the parent/guardian.
- When suspended, the scholar is not allowed to ride any district bus for a specified period of time, this includes after school activity buses.
- Parents/guardians may be contacted to discuss the scholar's behavior

Suspendable offenses (Code Orange)

We want the ride to and from school to be safe and comfortable for everyone on the bus. We ask that scholars help create that environment -- and when they don't, they may face consequences.

Scholars may be suspended from riding the bus for committing any of the offenses listed below:

- Defying the bus driver.
- Fighting with another scholar or with the driver.
- Inappropriate dress or stages of undress.
- Riding a bus that is not the assigned bus without the permission of a parent/guardian and school.
- Exiting at the wrong bus stop without permission from the parent/guardian and school.
- Failing to give a name, or giving a false name, to the driver when asked.
- Doing anything on the bus that seriously harms the safety of others.
- Smoking.
- Opening an emergency exit or exiting by an emergency exit or the window.
- Possessing banned items on the bus: drugs, alcohol, bullets, explosives, fireworks or weapons.
- Making a bomb threat.
- Inappropriate displays of affection.
- Bullying or harassment of other scholars or the driver.
- Throwing anything from the bus.
- Making obscene gestures.
- Speaking profanely or making racial slurs to anyone on the bus.
- Using laser lights.
- Spitting or biting.

Appendix-E: Acknowledgement and Acceptance of scholar Handbook

I, parent/guardian of _____, received the SANY scholar Code of Conduct. I have read and understood it. I am also aware that the SANY administration is open to discuss parental concerns about scholars' disciplinary infractions and consequences as long as both stakeholders agree on a scheduled date.

Parent Signature

Date

Note: Please also be aware that the administration reserves the right NOT to meet with the parents/guardians who use inappropriate language or disrespectful manners toward administration or teachers.

I, _____, received the SANY Scholar Code of Conduct. I understood expectations from me. I am also aware of the positive and negative consequences of my behaviors.

I am committed to comply with the SANY Scholar Code of Conduct.

Scholar Signature

Date