

SYRACUSE ACADEMY
OF SCIENCE

ELEMENTARY SCHOOL | GRADES K - 4



STUDENT HANDBOOK

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SCIENCE ACADEMIES OF NEW YORK
COLLEGE PREPARATORY SCHOOLS

MISSION STATEMENT

Science Academies of New York (SANY) will provide support, challenges and opportunities for its students, and it will instill the necessary skills and knowledge in math, science, and technology to empower students, through high intellectual standards, preparing them for college, career, and citizenship. The school seeks to graduate students 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. Student Rights & Responsibilities

Student Rights

- 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

Student Responsibilities:

- To be caring and honest;
- 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 concerning substance abuse;
- 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 the school and its community;
- To follow the prescribed guidelines for participation in school activities; and
- To adhere to due process procedures

IMPORTANT: Parents **MUST** return the signed re-enrollment form by **March 1st at 4:00 pm** otherwise the seat will be given to a new applicant.

2. Grading Scale and Course Requirements

All classes at SANY Syracuse Schools 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	GPA Impact
A+	98	100	4.00
A	93	97	4.00
A-	90	92	3.66
B+	87	89	3.33
B	83	86	3.00
B-	80	82	2.66
C+	76	79	2.33
C	73	75	2.00
C-	71	72	1.66
D+	69	70	1.33
D	67	68	1.00
D-	65	66	0.66
F	0	64	0.00

3. Homework Policy

Teachers strive to give students meaningful homework assignments that enhance students' academic development. Homework helps students 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. At the elementary level, it is the parent's responsibility to help foster these skills. It is the student'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. Students who submit late work resulting from an excused absence or an extenuating circumstance will not be given a penalty. If the student or parents have questions about homework, they should immediately contact the teacher who assigned it.

4. Promotion Policy

Grades K-4 Promotion

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

The passing score is at 65%. The average of the four marking period percentages represents the student's final grade for the year. The 3rd – 12th grade promotion from one grade to another in SANY Syracuse Schools shall be based on the following criteria:

5. Attendance Terms

Excused: An absence, tardiness or early departure may be excused if due to illness, death in the family, medical appointment, religious holiday, court appointment, counseling appointment, road test or college exploration.

Unexcused: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, oversleeping, missing the bus, and working)

Notes:

- The above excused absences still require verification and legitimate written excuses. An excused absence simply means that the student provided appropriate documentation for the absence; it does not automatically eradicate the absence.
- A parent note without documentation may only excuse three (3) total absences in a school year.
- If a student 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 unexcused absences.
- If a student is absent from school, the parent/guardian should inform the school (by phone) of the reason for the absence.

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

- Student'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.

6. Grades K-8 School Attendance Policy

- To be promoted, students are required to attend a minimum of 175 days, which is equal to 90% of the total school days. Excused absences will not count towards the minimum days of attendance.
- If the student's absences are between 20 and 29 days, he/she must meet the following:
 - Continue to attend the class and is expected to actively participate until end of the year.
 - Meet academic expectations.
 - Maintain appropriate classroom behavior.
 - Attend summer school and pass all courses.

Failure to meet these expectations will result in retention.

- If the student exceeds 30 days, the student must repeat the year.
- Alternative Education Setting (AES-*See appendix-B for details*) and out of school suspension (OSS) will not be counted toward the maximum number of allowable days missed.
- If a prolonged absence due to a short-term physical, mental or emotional illness is anticipated and/or occurs, the student's parents or guardians should contact the building administrator regarding tutoring. The student's physician/mental health professional, must verify any such absence. Tutoring counts as school attendance. In addition, for those students with chronic health concerns that cause intermittent attendance issues, the building principal will work with the student, parents, and classroom teachers of the student 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 student to receive course credit.

7. Attendance Hearing

- a. Parents will be informed before the 10th day of unexcused absence.
- b. The school may hold a parent meeting after the 10th day of unexcused absence.
- c. The attendance hearing will be held after the 15th day of unexcused absence.

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

8. Early Dismissal Policy

- a. When a student needs to be dismissed prior to the end of the school day, an early dismissal form must be completed and signed by parent/guardian, at the early dismissal.
- b. The name of the designated person for pick up must be provided to the school in advance

9. School Tardiness Policy

Students shall be on time and in their seats before the first period classes start. When necessary, the following consequences may be assigned:

- a. 5 days of tardiness
- b. 10 days of tardiness - Attendance hearing
- c. 15 days of tardiness

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

10. 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 Mid-term exams be excused without medical documentation.

11. No School, School Delay Announcements

SANY Schools will post all “no school” or emergency school closings/delay announcements using the following channels:

- CNY Central
- News Channel-9
- Syracuse.com
- Syracuse Academy of Science Websites

12. Sickness or Injury During the School Day

SANY Schools will have a school 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 you become ill or are injured during the school day:

- a. Report to the nurse’s office. If the nurse is unavailable, students report to the main office.
- b. If you do not inform the office and simply miss class, it is an unexcused absence.
- c. Do not leave the building without reporting to the main office.
- d. Students must remain fever free for 24 hours before returning to school.

13. Communicable Disease

A student who is absent due to a communicable disease will be readmitted only when all symptoms have subsided. A medical evaluation/note from a Health Care Provider may be required before returning to school. Please contact your child's school nurse for further direction.

14. Medication Policy

Medication should not be brought to the school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- a. Parents must bring the medication to the nurse with Doctor's order. No students may carry medication into the school.
- b. Students CANNOT carry ANY medication or supplement with them to school.
- c. The medicine must include the following information:
 - a. Student Name
 - b. Name of the medication
 - c. Dosage
 - d. Time of the medication

15. Safety Policy

When students enter the building, they must put personal belongings in assigned cubby.

- a. SANY Schools will not be liable for loss/theft or damage of personal items. Students should not bring personal items of value to school.
- b. Students' bags, coats, or similar items will be searched.
- c. School cubbies are school property and the school reserves the right to access any cubby at any time with regards to the search and seizure law.

Note: Students CANNOT carry any electronic devices during the school day. SANY Syracuse Schools is not responsible for the damage, loss or theft of electronic devices. Violating this policy will result in disciplinary action. Elementary students are urged to keep electronic devices at home.

16. School Lunch Policy

All students may buy school lunch or bring from home. They are not allowed to leave the building to buy food or make calls for food deliveries from restaurants. Students cannot bring food to distribute to the other students. Lunch is to be consumed in the cafeteria. Students will be expected to pick up after themselves and dispose of all recyclables, organic compostable, and trash appropriately.

17. 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.

18. Public Areas

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

- a. Students may not loiter in the halls, lunchroom or lavatories or on staircases.
- b. Students must walk in the halls, lunchroom, lavatories, or on the staircases.
- c. Students must keep these areas clean and safe.
- d. Students must report any leaks, spills, or other problems to a teacher.
- e. Students can be in these areas only with a hall pass, not during the first and last 15 minutes of a class.

19. Phone Calls

SANY Schools 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 students. Students are allowed to use only main office phone during lunchtime.

20. School Activities

SANY Schools will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

21. Field Trips

Field Trips offer exciting ways to learn. SANY Schools students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, students will be expected to follow these rules:

- a. Students must bring the field trip permission slip signed by the parents or guardian by the specified date.
NO phone calls will be accepted as permission.
- b. Students must wear the school uniform unless otherwise specified.
- c. Students must abide by SANY Schools code of student conduct while on the field trip.
- d. Be advised that academic and disciplinary restrictions may apply
 - a. A student who receives 3 referrals in a 30 day period will require a parent/guardian chaperone
 - b. Students who gets any OSS 30 days prior to activity may require a parent/guardian chaperone
 - c. A student who displays defiant, unsafe behavior on a field trip will require parent/guardian chaperone
 - d. A student who receives a referral for a deliberate, physical altercation will require a parent/guardian chaperone

22. After-School Activities

Students must follow these rules during after school:

- a. Students cannot leave the building at dismissal and then return unless they are instructed to do so.
- b. Students must be with the event supervisor at all times
- c. Parents must arrange the transportation and arrive promptly for student pick-up.
- d. Students must abide by the SANY Code of Conduct.
- e. Be advised that academic and disciplinary restrictions may apply
 - a. A student who receives 3 referrals in a 30 day period will require a parent/guardian chaperone
 - b. A student who displays defiant, unsafe behavior on a field trip will require parent/guardian chaperone
 - c. A student who receives a referral for a deliberate, physical altercation will require a parent/guardian chaperone

23. Textbook and Supplies

SANY Schools provides students with the textbooks. Students are responsible for the condition of the textbook. Parents will be responsible to pay for any books that are damaged, lost, stolen, defaced, or not returned.

24. Visitors

Visitors must sign in and obtain a visitor badge. The badge must be worn at all times while on school property. All visitors will be escorted to and from their desired location.

SYRACUSE ACADEMY OF SCIENCE

ELEMENTARY SCHOOL | GRADES K - 4



STUDENT CODE OF CONDUCT

2 0 1 8 - 2 0 1 9

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Dear Parents and Students,

Science Academies of New York administration and faculty are dedicated to establish a **positive school culture** where students are safe and comfortable. This climate is necessary to provide appropriate education to our valued students. The first component of a positive school culture is establishing clear expectations for students. SANY's **school-wide positive behavior expectations** for students are as follows:

1. I will be ***respectful*** to all members of our school community
2. I will be ***prepared and ready*** to learn
3. I will keep myself and others ***safe***
4. I will be ***responsible***

These expectations will be reviewed with students, displayed in every classroom, and expected to be followed on school property (including transportation), and at every school event. Using Positive Behavior Intervention and Supports (PBIS), students will be recognized for their positive efforts.

The second component of a positive school climate is safety and a well-established disciplinary structure. Therefore, the student code of conduct has been developed to establish and enrich healthy behavioral expectations, rules and regulations. Please review the Elementary School Code of Conduct.

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. Class DOJO

E. Major Infractions

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

A. NON NEGOTIABLE

1. Dress Code Policy and Procedure

Students are expected to arrive to school in proper uniform. Students who arrive to 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, students are to wear only:

- Khaki or Navy Blue slacks (No cargo pants, joggers, or others designs) or knee length khaki skirts or knee length or longer khaki dress shorts
- Light Blue polo shirts with school logo
- Any color of shoes (No flip-flops, open toe-shoes, or sandals)

IMPORTANT:

1. *Students who arrive to school out of Dress Code will be immediately sent to the office to call home and required to return in Dress Code*
2. Repeated dress code violations will result in a parent conference
3. Students will only be able to “dress down” when that privilege is earned
4. Students who do not return to school are considered as unexcused absence
5. No undergarments should be visible
6. Wearing uniform inappropriately is considered a Dress Code Violation (see appendix-D for more details)
7. Hats, hoods and scarves are not to be worn in the building and will be considered a dress code violation
8. Any outerwear not issued as part of the uniform cannot be worn in the building
9. Dress down days will be announced to staff, students, and parents/guardians in advance and will not be a regular occurrence
10. Students are required to wear stockings or leggings underneath all skirts.
11. Elementary students may wear any long sleeve shirt under their SANY Polo

2. 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 school administration.

Elementary students are encouraged not to bring electronics to school. If necessary, electronics shall be kept turned off and secured in the student's backpack for the duration of the school day. **The school is not responsible to investigate or replace any lost or stolen electronic devices.**

If the students are caught with electronic devices:

1. Students must surrender the phone to the school staff
2. The dean of students keeps the phone and contact the parent.
3. The school keeps the phone for:

First Offense	- Parents must pick-up the device and sign contract
Second Offense	- The device is kept for 14 calendar days
Third Offense	- The device is kept for 28 calendar days
Fourth Offense	- The device is kept for the rest of the year

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

3. Locker/Cubby Use

The students are responsible for all items in their lockers/cubbies and any items lost or stolen. Students are not to share lockers/cubbies under any circumstances. Students are responsible for maintaining a clean and sanitary locker/cubby. The lockers/cubby are the property of SANY, therefore the administration has right to search all lockers/cubbies at any time if it is necessary or there is reasonable suspicion.

4. Food or Drink

Eating/drinking, outside of designated breakfast, snack and lunch times, is NOT allowed in any area of the building except cafeteria. Water in a clear plastic container is allowed.

5. Reinstatement Meetings

Reinstatement consists of a meeting with the suspended student, his/her parent/guardian, and school administrators to discuss the violation committed by that student. **The meeting MUST occur prior to the student's return to school.**

During the meeting, **academic and behavioral contract or other requirements** are discussed to support the needs of the student. All confiscated items, if permissible, may be returned to the family at this time. The student and parent are expected to adhere to the expectations of any plan that is agreed upon.

B. GENERAL CONDUCT

Acceptable school conduct is based on respect for self, students, faculty, staff and property. Specifically:

- (1) Students must follow directions or requests of any school staff member promptly and courteously.
- (2) Students are asked to conduct themselves in an orderly fashion at all times. Thus running, “horseplay” and loud or boisterous conduct are considered to be unacceptable behaviors in school and on school buses.
- (3) Cafeterias are expected to be pleasant environments for eating. Food may not be taken from the cafeteria. No eating or drinking is allowed in the hallways. Glass bottles are not allowed in the buildings or on school property.

Failure to observe these rules of conduct may lead to disciplinary actions. Student access to the cafeteria, library, computer rooms, or other areas of the school may be restricted for a period of time due to inappropriate behavior in such areas by the student.

C. POSITIVE RECOGNITION AND REWARDS

At SANY schools, we believe in the PBIS model to encourage the positive behaviors. In all areas of the school setting, students will be given opportunities to earn positive points, through class DOJO. At the end of every month individual students and classrooms will be recognized at a Student of the Month Ceremony. Student recognition will be based off monthly character traits, student efforts, and academic achievements. Students who earn the highest number of DOJO points in each class and grade level will receive special recognition.

There were be monthly incentives where students may earn a designated reward. These incentives include:

September	Dance Party
October	Surprise prize/ Dress Down
November	Game Day
December	Waffle Bar (in place of traditional breakfast)
January	Bonus Free Play
February	Arts & Crafts
March	Dress to Impress Day (Dance)
April	Ice Cream Social
May	Administrative Surprise
June	Tie Dye or other craft

At SANY schools, we greatly value attendance as it positively impacts achievement and school culture. Students will be given the opportunity to gain recognition and prizes monthly, quarterly and yearly for their perfect attendance.

D. MINOR INFRACTIONS

Minor infractions will be acknowledged through class DOJO. Teachers, faculty, staff, and administration may issue a zero point acknowledgement in “yellow” to students who need reminders to be safe and be respectful. Students will have opportunities for redirections, reminders, and interventions before being issued a classroom consequence. Students 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 student referral.

- 1. Unsafe behavior**
- 2. Disrespectful actions towards any member of our school community**
- 3. Failure to follow a reasonable request**
- 4. Disruption to the learning environment**

3. Major Infractions

Code Blue Infractions	Code Blue Consequences
<ol style="list-style-type: none"> 1. Being in a restricted or unauthorized area 2. Conspiracy to harm others or cause damage to property 3. Disrespectful attitudes toward teachers 4. Excessive disruptions during class 5. Failure to follow school-wide rules 6. Leaving the class without permission 7. On-going disrespectful conduct 8. Profanity towards students 9. Public display of affection 10. Refusing to follow teacher’s directions 11. Use of another person's password or online accounts 12. Verbal confrontation with peers (heated argument) 13. Academic dishonesty 14. Skipping class 	<ul style="list-style-type: none"> ● Lunch Detention ● Restorative Justice ● After School Detention ● Multiple After School Detentions ● Saturday Detentions 1-5 days ● AES placement 1-10 days ● 1-3 days out of school suspension <p>NOTE: Depending on severity and repetition; any of these consequences may be issued.</p>

Code Orange Infractions	Code Orange Consequences
<ol style="list-style-type: none"> 1. Inappropriate physical contact 2. Conduct that ignores the others’ health or safety 3. Damage to school or private property (Parent pays cost of damage) 4. Demonstrating disrespectful attitudes toward administrators 5. Entering the school under the influence of drugs or alcohol 6. False activation of the fire alarm 7. Fighting (on or off school grounds) 8. Harassment with efforts to intimidate, bully or ridicule (in person or on social media) 9. Harassment with offensive expressions or gestures 10. Harassment with unwelcome sexual advances 11. Inappropriate use of technology 12. Infiltrating the SAS school database 13. Leaving school grounds without permission 14. Offensive, sexually-oriented or threatening messages, pictures or symbols 15. Physical attack on student 16. Profanity towards staff in any format (verbal, written, online, etc.) 17. Refusing or ignoring to follow administrator’s direction 18. Resistance toward school administrators, public safety officers, or security personnel 19. Unauthorized possession of a prescription or over the counter medication 20. Verbally or physically challenging administrative authority 21. Posting pictures or video of staff or students on social media without permission. 22. Inappropriate contact to teachers 23. Bus referral 	<ul style="list-style-type: none"> ● Multiple days of AES ● Restorative Justice ● Social Probation ● Bus Suspension ● Bus Expulsion ● 1-3 days of OSS and or Multiple AES ● 5 days OSS without hearing ● 5 Days OSS with hearing ● Expulsion <p>TERMS</p> <ol style="list-style-type: none"> 1. A student who curses at any staff may not continue with his/her regular schedule for the day. He/she may be sent home or placed in AES for the day. 2. A student who refuses to follow administrative instruction is immediately sent home for the day. 3. Students will require a parent/guardian to attend subsequent field trips and school-wide social events when they: <ol style="list-style-type: none"> 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 4. Parents and students must sign the code of conduct contract after the first fight. 5. Repetitive infractions end up with long term suspension or expulsion. 6. Depending on severity of the listed infraction and/or student's’ disciplinary history, administrators issue any of the listed consequences starting from AES to expulsion referral.

Code Red Infractions

1. Any sort of assault to a member of our community
2. Any 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 instrument capable of inflicting bodily harm, or potentially causing a dangerous situation
9. Possession of:
 - a. a stabbing/cutting instrument
 - b. weapon (firearm, starter pistol, bb gun)
 - c. harmful biological or toxic substances
 - d. instrument that could bludgeon, cause concussion, or injury
 - e. other deadly weapon
 - f. tobacco, alcohol, illegal drugs, or related paraphernalia
 - g. e-cigarette and any substance
10. Possession of, or involvement in the planning, making, or use of, an explosive, incendiary or chemical device
11. Rape
12. Retaliation against any school affiliated personnel
13. Robbery/Extortion
14. Sale of controlled substances or possession with intent to deliver or distribute
15. Threats related to any other weapon, including biological or toxic substances
16. Threats to kill or seriously injure any member of our school community
17. Posting explicit pictures or video of staff or students on social media

Code Red Consequence: Suspension, which may lead to a Superintendent's Hearing, to determine a long-term suspension and/or a referral for Expulsion

Parents/guardians have the right to appeal the Superintendent's Decision. Please contact your building's administration for more information on this process.

Appendix A: Definitions

Saturday School Detention Terms

- Hours are between 10:00 A.M. and 2:00 P.M. Students must report in uniform.
- Parents/guardians are responsible for drop off and pick up.
- Students must provide own lunch.
- No students will be allowed to enter after 10:30 A.M. Detention will be rescheduled for the following Saturday.
- Students who do not attend the assigned Saturday School Detention will have one opportunity for a reschedule. If the student does not show to the second assigned Saturday Detention, a school suspension will take its place.
- Students who disrupt the detention are sent home and the students are expected to make up the day.
- The student must complete the assigned tasks.

After School Detention Terms

- Hours are between 4:00 pm and 5:00 pm.
- The parent/guardian is responsible to arrange the transportation.
- Students who disrupt the detention are sent home and the students are expected to make up the detention.
- In order to earn compliance merit point, the students must follow the AES rules and regulations.
- The student must complete the assigned tasks.

Bus Suspension

- Inappropriate or unsafe bus behaviors
 - Warning and letter home
 - Short-term bus suspension
 - Bus rider contract
 - Long-term bus suspension

Appendix B: Alternative Educational Setting (AES)

AES is a directed study in a temporary alternative setting which provides students an opportunity to complete the required work with a teacher's individual help. The purpose of the AES is to provide students, who are having a difficult time in a regular setting, to complete the required education in an alternative room.

AES Procedures:

1. Administrators are the only authority to assign the students in AES.
2. The assignments of the day are provided to the students.
3. The students complete each assignment by following the directions.
4. The teachers will visit the AES room throughout the day to provide instruction and answer student's questions.
5. If a student 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. Students 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.

Students must comply with the following AES Code of Conduct:

1. Students report to the room upon entering school in the morning and sign in.
2. Students sit in the assigned seat only.
3. Students copy and sign the AES contract and return it to the supervisor.
4. Students complete the assigned work individually.
5. Students take notes or write questions to ask for help from the teachers when they arrive.
6. Students have to sign in and out when they leave the room for bathroom
7. Students must follow instructions given by the supervisor, teacher or administrator.
8. Students 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. Students must return all the completed work to the supervisor before leaving the room.
10. Students, who fail to meet the AES expectation, will be sent home after the parent's informed.
11. Students, who are sent home, have to make up the missing day.

Appendix C: Additional Dress Code Requirements and Limitations

In addition to making sure you are wearing the school uniform, Syracuse Academy requires 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 Syracuse Schools reserves the right to decide on the appropriateness of jewelry
2. Students may wear ONE pair of earrings to school that do not attract undue attention.
3. Headbands should only be worn to hold back the hair.
4. Cosmetics should be appropriate for school and not attract undue attention.
5. The following items are not to be worn or brought into classrooms and should be removed and stored in lockers prior to students' first class: Jackets, hats, caps, berets, scarves, bandanas and other headgear, winter hats, mittens and gloves.
6. Uniforms may not be ripped, have holes, or have decorative alterations

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. No low cut shirts or tank tops are allowed
6. Jeans may not be ripped or have holes

Absolutely none of the followings are permitted:

1. Baggy or sagging slacks: Sagging bottoms are not permitted and displaying of undergarments is a violation of dress code. Those students 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 a lycra or stretch material
4. Jeans/denim fabric including dark wash
5. Defacing of the Syracuse Academy uniform polo shirt by writing, cutting, tearing etc; those students whose uniforms have been defaced will be required to purchase a new one prior to returning to classes
6. Rolling up the hem or sleeves of the Syracuse Academy uniform polo shirt
7. Gym shorts or athletic wear including sweatpants and yoga pants
8. No open shoes (toe and heel) such as slippers, sandals, flip flops, sliders, etc and high heel shoes
9. Waist and/or hem should never be rolled to shorten length of skirt
10. Hoods must be down at all times in the building (Not worn on head)

If a student 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 student refrain from changing his/her clothes, a parent/guardian will be called and the student will be sent home.

Appendix D: 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, Kik, Instagram)

Acknowledgement and Acceptance of Student Handbook

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

Please be advised that all State and Federal laws exceed our student handbook,

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 Elementary Student Code of Conduct. I understand the expectations from me. I am also aware of the positive and negative consequences of my behaviors.

I am committed to comply with the SANY student code of conduct.

Student Signature

Date

Parent Signature

Date
