

SYRACUSE ACADEMY OF SCIENCE

MIDDLE & HIGH SCHOOL | GRADES 5-12



STUDENT HANDBOOK

2 0 1 8 - 2 0 1 9

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SCIENCE ACADEMIES OF NEW YORK
COLLEGE PREPARATORY SCHOOLS

MISSION STATEMENT

Syracuse Academy of Science Charter School 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, Syracuse Academy of Science 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. Calculation of Grade Point Average

High School Grade Point Average is calculated with the following steps:

1. Multiply all of the grades (0-100) by course credits
2. Add all those numbers together and find the Total Grade Point
3. Divide Total Grade Points by the number of credits.

Middle School Grade Point Average is weighted.

3. SANY Schools Diploma Requirements

- a. **Regent Diploma Requirements:** Students must complete 26 credits of courses and pass 5 regents exams (1 from Pathways) in order to receive a Regents Diploma.

Subject Area	Required Credits	Regents Requirements
	26 credits	5 Exams
Mathematics	4	1
English/ Language Arts	6	1
Science *	4	1
Social Studies	4	1
Foreign Lang.	1	
Fine Arts	1	
Phys Ed **	2*	
Health	0.5	
Electives	3.5	
Humanities Pathway: Social Studies		1**
STEM Pathway: (Math or Science)		
Total	26	5

- * At least one year of physical and one year of life science
- ** Physical Education: Students need to enroll in PE every semester until they complete 4 years of PE.
- *** Students may utilize other pathway options by taking alternate examinations. Refer to Appendix A for “Department-Approved Alternative Examinations Acceptable for Meeting Requirements for a Local or Regents Diploma.”

b. Advanced Regent Diploma Requirements:

Students must complete 26 credits of courses, pass 8 regents exams (1 from Pathways) and complete 1 sequence in order to receive an Advanced Regents Diploma.

Subject Area	Required Credits	Regents Requirements	Sequence Requirement	
			1 Sequence (from the following)	
	26 credits	8 Exams	ART	LOTE
Mathematics	4	3		
English/ Language Arts	6	1		
Science *	4	2		
Social Studies	4	2		
Foreign Lang.	1			3 credit sequence & LOTE A&B exam
Fine Arts	1		5 credit sequence	
Phys Ed **	2			
Health	0.5			
Electives	3.5			
Total	26 cr	8 regents	1 sequence	

- * At least one year of physical and one year of life science
- ** Physical Education: Students need to enroll in PE every semester until they complete 4 years of PE.
- ***Students may utilize other pathway options by taking alternate examinations. Refer to Appendix A for “Department-Approved Alternative Examinations Acceptable for Meeting Requirements for a Local or Regents Diploma.

4. Homework Policy

Teachers strive to give students meaningful homework assignments that enhance students’ academic development. Homework will help you 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. We expect middle and high school students to be responsible with their work. It is the student’s responsibility to complete and turn in homework on time. Therefore, late work will not be accepted past the due date, for any reason, other than an excused absence from class or an extenuating circumstance. If you or your parents have questions about homework, immediately contact the teacher who assigned it. Assignments not handed in will receive a failing grade (F).

5. Grade Level Promotion Policy

Grades 5-8 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. Students who fail a special area course must complete the assigned independent summer project(s) with a 65% or higher to be promoted.

Grades 9-12 Promotion

- a. To be promoted to the 10th grade
 - a. Collect total of 6 credits
 - b. Pass English-9
- b. To be promoted to the 11th grade
 - a. Collect total of 12 credits
 - b. Pass English-10
- c. To be promoted to the 12th grade
 - a. Collect total of 18 credits
 - b. Pass English-11

6. 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.

7. Grades 5-8 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-A 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.

8. Grades 9-12 Course Credit Policy

- a.** Half Year (0.5) Credit Courses: Students who are absent from a 0.5 credit course for 10 periods shall not receive course credit. Excused absences will not count towards the minimum days of attendance.
- b.** Full Year (1.0) Credit Courses: Students who are absent from a 1.0 credit course for 20 periods shall not receive course credit. Excused absences will not count towards the minimum days of attendance.
- c.** If the student exceeds 20 absences, he/she will audit the class and is expected to actively participate. The student who (1) successfully audits the course, (2) maintains appropriate classroom behavior, and (3) accrues less than 30 absences for the course will be eligible to attend summer school.
- d.** Alternative Education Setting (AES) and out of school suspension (OSS) will not be counted toward the maximum number of allowable days missed.
- e.** 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.

9. 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.

10. 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, or their designee at the early dismissal.
- b. The name of the designated person for pick up must be provided to the school in advance
- c. For high school students (including those who are 18 and older), the parents must inform the main office, in writing, for early dismissals.

11. 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

Grades 5-7: Parent conference

Grades 8-12: Student Conference/After School Detention

b. 10 days of tardiness - After school detention

Grades: 5-7: After school detention, parent-student conference

Grades 8-12: Parent-student conference/After school detention

c. 15 days of tardiness: Attendance Hearing

d. 20 days of tardiness

Grades 5-7: Saturday School

Grades 8-12: Students serve 1 day AES for every

10 additional tardiness

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

12. 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.

13. No School/School Delay Announcements

Syracuse Academy of Science will post all “no school” or emergency school closings/delay announcements using the following channels:

- CNY Central
- Syracuse.com
- News Channel-9
- www.sasc.org

14. Sickness or Injury During the School Day

SANY Syracuse 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.

15. 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.

16. 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

17. Safety Policy

When students enter the building, they must store all cell phones and electronic devices in the electronic lockers.

- a. They must proceed to the metal detectors
- b. They must remove any metal items from their pockets or bags
- c. They must walk through the detector
- d. If the detector alarms, they must identify or remove the item
- e. Students' bags, coats, or similar items will be searched

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.

18. Creative Expression Policy

While we do not want to discourage creative expression in any form, it is important for scholars to understand that SANY has a zero tolerance for student work (written or art) that is obscene, libelous, or threatening. Scholar's work that is disturbing and/or substantially disrupts the learning environment will be reviewed by the administration team and may be subject to disciplinary actions.

19. SOCIAL MEDIA

The duty of SAS is to investigate and discipline accordingly any social media issues that hinder the educational process.

20. Locker Use Policy

- a. SANY Syracuse Schools will not be liable for loss/theft or damage of personal items. To keep your school items safe,
- b. Students MUST keep their locker combinations private for both lockers
- c. Lockers should not be traded or shared with other students.
- d. Students should report any damage, vandalism, or non/working condition lockers to the office.
- e. Remember that your lockers are school property and the school reserves the right to access any locker at any time with regards to the search and seizure law.

21. 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. You will be expected to pick up after yourself and dispose of all recyclables, organic compostable, and trash appropriately.

22. Food and Drink

Eating/drinking is NOT is not allowed in the classroom. Water in a clear (translucent-avoid all colors) plastic container is allowed.

23. Public Areas

Classrooms, hallways, stairwells, and lavatories are areas used by all members of SANY Syracuse 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 may not yell, scream, hit lockers or otherwise make excessive noise.
- d.** Students must keep these areas clean and safe.
- e.** Students must report any leaks, spills, or other problems to a teacher.
- f.** Students can be in these areas only with a hall pass, not during the first and last 15 minutes of a class.

24. Phone Calls

SANY Syracuse 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.

25. School Activities

SANY Syracuse 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.

26. Field Trips

Field Trips offer exciting ways to learn. SANY Syracuse Schools students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you 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 Syracuse Schools code of student conduct while on the field trip.
- d. Be advised that academic and disciplinary restrictions may apply

27. School Bus Policy

Both parents and students should become familiar with what is expected for safe and orderly transportation to and from school. Refer to the K-7 bus of code of conduct for middle school behavioral expectations.

***Syracuse City CENTRO Bus rules applies to all SAS High School students. Student who do not comply with the rules and regulations of CENTRO bus are subjected to bus suspension and the loss of their CENTRO identification. Bus identification will be returned to the student at the end of their suspension term. Bus appeals will be handled by CENTRO.

28. 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 Syracuse Schools code of student conduct.
- e.** Students may not stay after school to wait for another student.

29. Textbook and Supplies

SANY Syracuse Schools provides students with the textbooks. The students are responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Parents will be responsible to pay for or replace any books that are damaged or not returned.

30. Visitors

Visitors must report and sign in to receive a visitor badge. Visitors must wear the badge at all times while on school property. Parents must call to arrange an appointment to meet with teachers and sign into the building.

SYRACUSE ACADEMY OF SCIENCE

MIDDLE & HIGH SCHOOL | GRADES 5-12



STUDENT CODE OF CONDUCT

2 0 1 8 - 2 0 1 9

Dear Parents/Guardians and Students,

SAS administration and faculty are dedicated to establish a positive school climate that ensures safe and educationally conducive environment. This is necessary to provide appropriate education to our valued students. The first component of a positive school culture is establishing clear expectations from students.

SAS expects students to meet the following norms:

- 1. Be on time** - Be present in the classroom before the bell rings
- 2. Be prepared** - Bring all class materials (pen/pencils, notebooks, text, etc)
- 3. Participate** - Attentive and visually/verbally engaged
(not sleeping or head on desks)
- 4. Complete Assignments** - Any assignment given within the designated time.
- 5. Follow Directions** - Follow directive the first time.

The second component of a positive school climate is safety and a well-established disciplinary structure. Therefore the student code of conduct has been revised to establish and enrich healthy behavioral expectations, rules and regulations. Please take a couple minutes to read the district code of conduct.

In sum, the discipline issues are approached from three different views as seen below:

1. Non-Negotiables

- a. Uniform
- b. Cell phone

2. Minor Infractions and Intervention

- a. Merit Points
- b. Demerit Points

3. Major Infractions

- a. Code Blue
- b. Code Orange
- c. Code Red
- d. SSEC Reportable Incidents

1. Non Negotiables

A. Dress Code Policy and Procedures

Students are expected to arrive to school in proper uniform. Students who are not in dress code will not be allowed to enter the classrooms.

For regular school days, students are to wear only:

- Khaki or navy slacks, knee length skirts/dresses/shorts
- (No cargo pants, jeggings or others designs)
- SAS Atoms light blue polo shirts
- Any color of shoes
(No flip-flops, open toe-shoes, or sandals.)
- Students may wear white, black, or gray long-sleeved shirts under their SAS Polo.

*Sweatshirts or hoodies are not permitted
underneath the SAS polo.

In physical education classes, students in grades

5-12 must wear:

- SAS Atoms Gym T-Shirt
- SAS Atoms shorts or plain navy blue sweatpants
- Sneakers

IMPORTANT:

1. Students who arrive to school out of Dress Code will be immediately sent to the main 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 an unexcused absence.
5. No undergarments should be visible.
6. Wearing uniform inappropriately is considered a Dress Code Violation (see appendix-B 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. SAS dress code items can be purchased at The SAS Online Apparel Store
<https://qnet.e-quantum2k.com/~justright/Custom/4442R/RETAIL/cgi-bin/qnet-main.cgi>

B. Electronic Device Policy and Procedures

High School: Students must put all electronic devices in electronic lockers before the security desk when entering the high school building. The devices can be picked up at the end of the day.

Middle School: Students should keep their cell phones in their locker at all times.

If the students are seen 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

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

Note: If the students or parents refuse to surrender the phone, the student will be suspended immediately with superintendent hearing.

C. 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. This mandatory meeting will occur prior to the student returning to classes.

During the meeting an academic and behavioral contract or other requirements are discussed to support the needs of the student. All parties are required to sign a contract regarding the specific behavior. 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. Merit Point System

1. Staff issues merit points to the students who demonstrate the positive behaviors as listed below.
2. Merit points and demerit points are recorded in the school database.

Merit Point Chart				
Weekly	1	Classroom Excellence	Students must meet the SAS norms throughout a week: <ol style="list-style-type: none"> 1. Be on time. 2. Be prepared. 3. Participate. 4. Complete Assignments. 5. Follow Directions. 	1
	2	Completed Homework	It is applicable to any students who complete ALL the assignments in a week.	1
	3	Leadership	Being a role model for others, promoting positive school culture. Limit one per class. Issued at the grade level meetings.	2
Daily	4	Citizenship	Notifying the admin of serious problems at the school OR helping another for their <i>act of selfless humanity.</i>	2
	5	Administrative Recognition	It is used by the admin to promote positive behaviors as corrective action.	2
Compliance Achievement	6	AES Compliance	Students must follow all directions.	1
	7	Sat. Det. Compliance	Students must follow all directions.	1
	8	Honor Roll	Student must receive honor roll certificate	2
	9	High Honor Roll	Student must receive high honor roll certificate	4

*****Merit reward system will be determined by individual buildings.**

2. Minor Infractions and Interventions

A. Demerit Point System

- Every unacceptable infraction has a numerical point value. (See the chart below)
- All school staff members are permitted to issue demerit points.
- Accumulation of demerit points constitutes consequences. (See the chart below)
- Earning merit points add a positive balance to the discipline account. (See the merit point chart)

#	Demerit Point Chart	P
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Infraction #1	Uniform violation	1
Infraction #2	Running in the hallway	1
Infraction #3	Passing notes during class	1
Infraction #4	Failure to follow emergency drill directions	1
Infraction #5	Unprepared for class	1
Infraction #6	General Profanity	2
Infraction #7	Unkind behavior	2
Infraction #8	Throwing objects	2
Infraction #9	Interrupting instruction	2
Infraction #10	Horseplay	2
Infraction #11	Food or drink (Classrooms)	2
Infraction #12	Failure to follow directions	2
Infraction #13	Failure to work on assigned task	2
Infraction #14	Sleeping in class	2
Infraction #15	Tardy to class without a pass	2
Infraction #16	Public display of affection	2

Demerit Point Consequences		
Point	Consequence	Action
-10	After School Detention: 4pm-5pm	Parent Contact/Referral
-20	After School Detention:4pm-6pm (Regular Counseling Group and Behavior Tracker)	Parent Contact/Referral
-30	Saturday Detention: 10am-3pm (Social Probation)	Parent Contact/Referral
-40	AES 1 day	Dean's Hearing within 3-5 days
-50	AES 3 days	Parent Contact/Referral
-60	1 day OSS	Reinstatement Meeting
-70	3 day OSS	Reinstatement Meeting
-80	5 days OSS with Alternative Setting offered pending Superintendent's Hearing	Superintendent's Hearing

Notes:

1. Students who participate in teams or clubs should not exceed -30 total points.
2. Students on social probation cannot attend extra non-curricular activities (e.g. dance, trip, sports, etc.)
3. Saturday Detention will run from 10am-3pm, After School Detention will run from 4pm-5pm, and Extended After-school Detention is from 4-6 PM.
4. If student accumulates -40 total points, the Dean's hearing will be held.

3. Major Infractions

Code Blue Infractions	Code Blue Consequences
<ol style="list-style-type: none"> 1. Being in an unauthorized area 2. Intent to harm others 3. Disrespectful behavior 4. Excessive disruptions during class 5. Failure to follow school-wide rules 6. Leaving the class without permission 7. Profanity towards students 8. Refusing to follow teacher's directions 9. Inappropriate use of technology 10. Verbal confrontation with peers 11. Academic dishonesty 12. Skipping class (more than 10 minutes) 13. Excessive Tardies to School 	<ul style="list-style-type: none"> ● After school detention(s) ● Saturday detentions 1-5 days ● AES placement 1-10 days ● 1-3 days out of school suspension ● Restorative practices ● Lunch detention ● Referral to Counselor <p>NOTE: Depending on the severity and repetition, any of these consequences may be issued.</p>

Code Orange Infractions

1. Inappropriate physical contact
2. Conduct that ignores the health or safety of others
3. Damage to school or private property (Parent pays cost of damage)
4. Demonstrating disrespectful attitudes toward administrators
5. Unauthorized access and use of the SAS school database.
6. Leaving school grounds without permission
7. Offensive or threatening messages, including pictures or symbols
8. Forgery
9. Profanity towards staff in any format (verbal, written, online, etc.)
10. Refusing or ignoring administrator's or security personnel's direction
11. Verbally or physically challenging administrative authority
12. Posting pictures or video of staff or students on social media without permission.
13. Physical contact with school personnel
14. On-going disrespectful conduct
15. Provoking or initiating a fight
16. Stealing/theft
17. Failure to follow administrator's directions
18. Unauthorized use/possession (of over the counter medication)
19. Fighting or physical altercation (on or off school grounds)

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

V03a-Assault with physical injury

- Minor Altercation

V05a-Discrimination bullying harassment, excluding cyberbullying

V05b-Cyberbullying

Code Orange Consequences

- After school detention
- Saturday detentions 1-5 days
- AES placement 1-10 days
- 1-3 days out of school suspension
- Restorative practices
- 5 days OSS without hearing
- 5 days OSS with hearing
- Referral to Counselor

TERMS

1. A student who curses at any staff cannot continue with his/her regular schedule for the day. He/she is immediately either 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. Repetitive infractions could result in a Superintendent's hearing.

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

Code Red Infractions

1. Threat to harm or kill any member of our school community school
2. Arson
3. Damage to school property which disrupts or impairs school business
4. Indecent exposure
5. Possession/use of:
 - a. Tobacco or related paraphernalia
 - b. e-cigarettes and any substance
6. Retaliation against any school affiliated personnel (verbal, physical or written)
7. Robbery/Extortion
8. Threats related to any other weapon, including biological or toxic substances
9. Posting explicit pictures or video of staff or students on social media
10. False reporting to emergency services (calling 911)

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

V01- Homicide

V02a - Forcible Sex Offense

V02b - Other Sex Offenses

V03a - Assault with Physical Injury

V03b- Assault with Serious Physical Injury

V04a - Weapons Possession (Routine Sec. Check)

V04b - Weapons Possession (Other)

V05a - Discrimination/Bullying/Harassment DASA(excluding Cyberbullying)

V05b - Discrimination/Bullying/Harassment DASA (Cyberbullying)

V06 - Bomb Threat

V07 - False Alarm

V08 - Use, Possession, Sale of Drugs

V09 - Use, Possession, Sale of Alcohol

Code Red Consequence: 5 Days OSS with a Superintendent's hearing to determine placement; Possible Expulsion

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

Any code red infraction may be referred to law enforcement and/or mental health professionals.

Saturday School Detention Terms

- Hours are between 10:00 A.M. and 3:00 P.M. Students must report in uniform.
- Parents/guardians are responsible for drop off and pick up.
- Students must provide own lunch.
- Tardy students are still required to complete 5 hours of detention.
- 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 be suspended, as written in the Code of Conduct.
- Students who disrupt detention are sent home and expected to make up the day.
- In order to earn compliance merit point, the students must follow Saturday School rules and regulations.
- The student must complete the assigned tasks.

After School Detention Terms

- Regular after school detention is from 4-5 pm.
- Extended after school detention is from 4-6 pm.
- The parent/guardian is responsible to arrange the transportation.
- Tardy students are still required to complete 1 hour of detention.
- No students will be allowed to serve detention after 4:10 P.M.
- 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.

Appendix A: 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 students 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 immediately upon arrival 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. Unless directed by the AES Supervisor, 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 B: 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. Neckwear and ties are not to be worn by ladies or gentlemen.
5. Cosmetics should be appropriate for school and not attract undue attention.
6. No moustaches or beards except for due to medical reasons.
7. 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.

Dress Down Days

1. Shirts must include sleeves.
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.
7. No high heel shoes; no shoes higher than 3 inches.

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) including but not limited to slippers, sandals, flip flops, sliders, and high heel shoes
9. Bare legs and stockings where the skin beneath is visible
10. Waist and/or hem should never be rolled to shorten length of skirt
11. 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 C: 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 SAS Student Code of Conduct. I have read and understand it. I am also aware that the SAS 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 SAS 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 SAS student code of conduct.

Student Signature

Date

Parent Signature

Date