

WELCOME TO THE



TIOUGHNIOGA RIVERSIDE ACADEMY!

2020-2021

This is YOUR student handbook.

Read it carefully. It is filled with important information that you will need to know in order to have a successful year.

While every effort has been made to ensure the accuracy of the information contained in this handbook at the time of printing, the district reserves the right to amend or correct its contents as needed.

WHITNEY POINT CENTRAL SCHOOL DISTRICT MISSION STATEMENT

The Purpose of the Whitney Point Central School District is to provide an excellent education ensuring that all children maximize their potential, become contributing citizens, and pursue lifelong learning.

DISTRICT VISION

To be a community of excellence achieved through a commitment to HIGH performance, morale, & involvement

TIOUGHNIOGA RIVERSIDE ACADEMY DAY SCHEDULE

7:20 – 2:05 School Day for 6th, 7th, and 8th Grades
8:20 – 3:00 School Day for 4th and 5th Grades

If students arrive between 7:45 a.m. and 7:59 a.m., they must report directly to the cafeteria. Dismissal from the cafeteria will be at 8:00 a.m. **There is no supervision provided for students prior to 7:30 a.m., so please arrive after this time.**

Beginning at 8:00 a.m., 4th and 5th graders should go directly to class and 6th, 7th and 8th graders should stop at their lockers to prepare for the morning. After doing so, they must report to Homebase/Advisory Period. Exceptions will be made for students eating breakfast in the cafeteria.

Name _____

Homebase/Advisory Period _____

ANNOUNCEMENTS

Announcements let students know about school events, sign-up dates for sports and activities, club meetings, and other important information. Morning announcements begin with the Pledge of Allegiance. It is important that everyone listens to all announcements!

BREAKFAST/ LUNCH

Breakfast will be available to students in their classrooms during the 2020-2021 school year. 6th, 7th, and 8th grade students will eat lunch in the cafeteria. 4th and 5th grade students will eat lunch in their classrooms.

Lunches are provided depending upon a student's schedule and/or grade level. No glass bottles are permitted in school. Students may bring their lunch or purchase one. Students may create, pay off, or credit an account in the cafeteria during breakfast or lunchtime. Each student must pay back borrowed/charged lunch money before borrowing again. A letter will also be given to the student and their parents after the third borrow. In addition, if parents would like to put a block on their child's account for a la carte items (i.e. ice cream, Gatorade, yogurt, etc.); Please notify the cafeteria at 692-8223.

A free/reduced breakfast/lunch program is available to families who qualify. Breakfast and lunch pricing will be available on the "Rock On Café" menu given to students each month.

BREAKFAST & LUNCH TIME CONDUCT

- Students will not endanger themselves or others in anyway. (No throwing of food, etc.).
 - Students will keep their area (table, chairs, & floor) clean of garbage & food.
 - Students will keep their volume to an appropriate level.
 - During the school day no food/drink is permitted anywhere except in the cafeteria, unless a student is assigned a full lunch detention or with prior approval from your teacher or the Main Office.
 - No students will be permitted to leave the school grounds during lunch periods.
 - Students will enter the food lines in an orderly fashion by using the side aisles.
 - Students will leave the area where they eat in the condition it was in when they arrived.
 - Students must remain seated while in the cafeteria or while eating in their classroom. (No wandering will be permitted).
 - Students will enter and leave the cafeteria/building in an orderly fashion.
- *Note: All school rules are in effect under the Code of Conduct. Specific rules/behaviors for each lunch section will be discussed by lunch supervisors.

During the school day all food and drink must be consumed in the cafeteria or under supervision of a teacher for a classroom party. No open containers of food or drink will be permitted other than in these designated areas during the school day without prior teacher or Main Office approval.

PROGRESS REPORTING

GRADING

Class averages are determined by student achievement in a variety of areas including quizzes, class participation, projects, reports, homework, and major tests.

PROGRESS REPORTS/ REPORT CARDS

Progress reports are provided to students in grades 6-8 on a regular basis in approximately 5-week increments. Students in grades 4-5 will be provided with progress reports on an as-needed basis. All students will receive report cards every 10 weeks. Parents are encouraged to contact teachers regarding these reports. The Guidance Office may also be able to assist you with questions concerning the report card by calling 692-8233. A conference with the student's teacher is often desirable. Parents of students in grades 6-8 can monitor their students' progress online by gaining access to PowerSchool. Please contact the Guidance Office to arrange access.

HONOR ROLL/ HIGH HONOR ROLL

Honor Roll and High Honor Roll Lists are compiled at the end of each marking period. Students with averages of 88 to 92.4 are on the Honor Roll List. Students with averages 92.5 and above are on the High Honor Roll List

PROMOTION

It is essential that students master the material at grade level before being promoted to the next. Failing two or more core classes will result in a promotional conference of your teachers, counselor, and principal to determine promotion to the next grade. On the rare occasion when an incomplete is given, you will have two weeks to change the incomplete to a grade. The incomplete will be considered a failing grade if not made up.

ADVANCED COURSES

In order to be considered for advanced mathematics, you must earn and maintain an 85 average.

Students in advanced math class must:

- Maintain an 85 average
- Complete daily homework and class assignments and come to class prepared with necessary materials
- Attend class regularly
- Behave in a respectful and responsible manner that contributes to the classroom environment

In order to be considered for placement in advanced science, you must:

- Earn and maintain an 85 average in math 6 and earn a 90 or above in science 6
- Complete daily homework and class assignments and come to class prepared with necessary materials
- Attend class regularly
- Behave in a respectful and responsible manner that contributes to the classroom environment

State assessments and teacher recommendations are also considered for participation in any advanced course.

SUPPORT SERVICES

GUIDANCE DEPARTMENT

The TRA Guidance Department is available to assist you with any academic or personal needs. Our school counselors and school social worker are interested in working closely with all students and we encourage you to visit the Guidance Office. We are available to meet with you to discuss personal, social, academic and career goals. We offer support when you need someone to talk to about family, friends or school-related problems. Our school social worker helps connect families to resources in the community. Our school psychologist is also available for specific referrals. The school counselors will also help you if you have any problems in your schedule. During your eighth-grade year, your counsellor will meet with you and your parents to discuss your schedule for the high school. Throughout the year, the school counselors will offer classroom guidance activities and career exploration programs. We encourage a positive relationship between home and school and always welcome parents to call us or meet with us at any time during the school year.

CHROMEBOOKS

Each student at the TRA will be given a Chromebook to use for the 2020-2021 academic year. Chromebooks will be taken home each night. Please make sure you charge chromebooks while home. **A signed Computer Network Policy will be required from you to be on the network. Failure to follow these policies may result in the loss of computer access.**

LIBRARY

The library is maintained as an instructional space which can also serve as a quiet study or work area for TRA students. Students may do homework, read magazines, newspapers, or books, sign out library books, or do research. The library is available from 8:00 a.m. to 3:30 p.m. unless scheduled otherwise. Classes may occasionally go to the library to work on various projects.

EXTRA HELP & AFTER SCHOOL

Unfortunately, we will not be able to offer Extra Help and after school services during this school year. This is due to two separate bus runs. Families will be notified if this changes.

HEALTH OFFICE

The school nurse-teacher is available throughout the day to help students with health-related issues. To see the nurse, you must obtain a pass from your classroom teacher.

In case of injury or sickness, you are to report to the Health Office. If you are ill, please do not call home before reporting to the Health Office.

You may not go home without the permission of your parent/guardian.

MEDICATIONS

If it is necessary for you to receive medication during the school day or during field trips the following is required:

- A written order from your physician stating the name of the medication, dosage to be given, times to be given and frequency.
- A written request from your parents
- The medication must be delivered by your parent/guardian in the pharmacy labeled container
- All medication must be left in the Health Office
- You may carry asthmatic inhalers as long as there is a note from the physician and a parent stating this is permissible
- Medication forms are available in the Health Office as needed.

PHYSICAL EXAMS

New York State requires physical exams for all students entering the 5th and 7th grades. They are also required for all new entrants to the District and those students referred to the Committee on Special Education. Yearly sports physicals are required for all students participating in a school sport. The district will provide physicals if necessary. If parents prefer to have a physical completed by a family physician, the necessary paperwork is in the Health Office.

HOME BASE / ADVISORY PERIOD

Each student in Grades 6 through 8 starts their day in home base/advisory period, a small group setting where teachers get to know students and help them get their day off to a positive start.

CLASS MEETINGS

Olweus-based class meetings about anti-bullying topics will be held throughout the year in your classroom (4-5) or home base/ advisory period (6-8). These are used to openly talk about possible bullying situations, communication about bullying and consequences. The TRA staff takes this behavior very seriously. Our goal is that every student always feels safe and protected from verbal or physical harm from others.

TRA'S ANTI-BULLYING RULES

Bullying has been described by the US Department of Education as unwanted, aggressive behaviors that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

At the TRA we will not tolerate bullying and will have the following rules:

- Rule 1: We will not bully others.
- Rule 2: We will try to help students who are being bullied.
- Rule 3: We will try to include students who are left out.
- Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

HOMEWORK

Homework is an important part of school. Homework provides an opportunity for practice and preparation for the skills concepts and information that are taught during class. Homework is not an extra but a core expectation in each class. There have been a number of studies indicating that homework does produce beneficial results for students in grades as low as 2nd grade. It is therefore safe to conclude that students beyond the 2nd grade should be asked to do some homework. It is also important to realize that students at lower grade levels can expect less homework than students at higher levels.

It is the students' responsibility to make sure all homework is done. If work is missed due to absence, see the teacher(s) to make arrangements to complete it. On a day of an absence, please call the Guidance Office at 692-8233 before 9:30 a.m. to request homework. Homework for grades 6-8 is posted each day on our Tioughnioga Riverside Academy Homework website. Visit us at www.wpcsd.org.

(Choose Tioughnioga Riverside Academy on the left menu of the WPCSD page, and then choose TRA Homework from the menu on the TRA page.)

ATTENDANCE

Regular attendance goes hand in hand with success in school. Students are expected to be prepared and on time for each class.

Please contact the school if your child is going to be absent for an extended period of time.

TARDINESS/ABSENCE

When arriving to school after 7:33 a.m (Grades 6-8) or 8:33 am (Grades 4-5) you **MUST** report directly to the Main Office. A parent should bring you to the front door so you can be let in.

Upon returning to school from an absence, you must bring a signed and dated excuse from your parent or guardian indicating the days absent and the reason. Tardiness/absences will be deemed either excused or unexcused.

*Note: Continued instances of tardiness and/or absences have an adverse effect on your progress and every effort should be made to insure attendance and punctuality.

EARLY DISMISSALS

Appointments for doctors, dentists, etc. should be made after school. If it is necessary for you to be excused during the school day, a signed note from home stating the reason and time to be excused is to be presented at the Main Office in the morning when you arrive.

Students excused early must be picked up in the Tioughnioga Riverside Academy Main Office and signed out by their parent or guardian. They will be released at the designated time to be at the Main Office.

For early dismissals between 1:50-2:04 (6th-8th) or 2:50-3:00 (4th-5th), the students will be called to the Main Office by the afternoon announcements. The Main Office must be given a dismissal time ahead of time.

TRUANCY

If a student is absent from school without your parent's knowledge and/or consent, they will be considered truant. Parents will be contacted and consequences for truancy will be assigned. These consequences could include a hotline call to the Department of Social Services or instituting a PINS (Person in Needs of Supervision) petition. This is similar to regularly meeting with a probation officer.

MAKE-UP WORK AND TESTS

If an absence is excused, the student will be given a reasonable time to arrange for make-up tests and other work. (Reasonable means minimally two days per absence for full credit.)

VISITORS

Due to COVID-19, we are restricting visitor entry. We require an appointment to be made the day before if you plan on coming into the school. We appreciate your cooperation with this as we try to create the safest learning environment possible.

LOST AND FOUND

These items will be housed in the Main Office from the time they are turned in until the end of the 10-week marking period.

EXTRACURRICULAR ACTIVITIES

FIELD TRIPS

As of right now (9/2020), field trips are on hold during the pandemic.

The below information is relevant if we are allowed to take field trips: Occasionally, classes may take a field trip. Each student will need their parent's written permission in order to go. If teachers do not receive permission, an alternate assignment will be given at school. All school rules also apply to field trips.

STUDENT COUNCIL

TRA students are represented by a Student Council. When possible, Officers of Senate are elected as follows:

President – Grade 8

Vice President – Grade 7

Secretary – Grade 6

Treasurer – Grade 6-8

Voting takes place in Homebase/Advisory Period.

AFTER SCHOOL ACTIVITIES

As of right now (9/2020), all after school activities are on hold. Please check the district website for updated information pertaining to this.

Students are highly encouraged to participate in after school programs including clubs, student government, sports, individual teacher academic support, drama and musical productions. A schedule of activities will be established early in the school year. As a student moves through the grade levels and more opportunities for clubs and activities are available, a student may need to prioritize participation. All participants must report to the teacher in charge of the after-school program immediately after "B" bus dismissal.

NOTE: Academic responsibilities take priority over activities.

ATHLETIC COMPETITION

The status of school sports is consistently updating. Please check the district website for updated information pertaining to this.

All students are encouraged to participate in sports at the appropriate level. Seventh and eighth-graders may participate in the modified sports program if they have parents' permission, have had a sports physical, and are academically eligible. Be sure to listen to announcements for sign-up dates.

- Members of athletic teams are to conduct themselves as good citizens, both in school and out. The goals of the athletic program are to develop good sportsmanship, to abide by the rules of the game, to play to win and accept defeat, to build character, to earn the respect of teammates and opponents. Unbecoming conduct will result in disciplinary action.
- Athletes who do not conduct themselves appropriately during the school day risk losing the privilege of participating in that day's activity at the discretion of school administrators.
- A student who has been assigned to in-school suspension (AER) for a full day will not participate on that day and should take their regular bus home at dismissal.

SPORTS STUDY HALL

As of right now (9/2020), we do not have Sports Study Hall scheduled. Once we do, these are the guidelines for student athletes.

- Athletes should leave their last period class at B dismissal (Mondays – Thursdays). Unless they are staying with a teacher, they are expected to be in the cafeteria by 3:00.
- Students should sit as assigned with their teams.
- Because an athlete's time is limited and we all want our athletes to be successful academically, it is important that this be a quiet, focused study time. **Students must bring work to do or a book to read.** Students will be expected to work quietly for the half hour.

- If permission is given for the use of an electronic device, it shall be used for that approved purpose and during the relevant time period; any unapproved use of the devices will constitute a violation of BOE Policy #7380.
- Uncooperative students will be given one warning and have their seat changed by a supervisor. If a student continues to be uncooperative the main office will be notified. At that time the main office may withdraw practice or game eligibility for the day or following day. If such behavior persists, students will face temporary suspension or permanent removal from their teams.
- Students will be picked up by coaches by 3:30.
- No student will be permitted to leave school grounds between 3:00 and 3:30 p.m.

ACADEMIC ELIGIBILITY POLICY

Whitney Point Schools has a clear policy for academic eligibility for athletes. Please refer to the complete policy located in the WPCSD Policy Manual housed in each building as well as the Lisle Free Library and the Mary Wilcox Memorial Library.

An Athlete Failing 1 subject either from the progress report or from the report card remains with the team practicing and participating in contests.

An athlete failing in 2 or more subjects: An interscholastic athlete who is failing two or more courses will be required to meet with teacher(s) after school for a total of one marking period, or until the end of the sports season. In addition, those athletes failing will be required to show evidence on a weekly basis, that they are endeavoring to improve their work habits and study skills. This will be evidenced by receipt by their coach and Athletic Director of an evaluation form, in either paper or electronic format, which details the athlete's efforts during that week. Athletes who have failed two or more courses will only be allowed to participate in interscholastic competition during a given week after coach has received a satisfactory evaluation form for the previous week for each course that was failed. A satisfactory report is one that indicates the athlete is passing the class or has acceptable behavior, is working to improve his or her grade, and stayed for help after school. If it's an unsatisfactory report, the athlete may practice, but not participate in games. This policy refers to all interscholastic athletes regardless of grade level.

Modified Fall Season: Use of the final class grade of the previous year or summer school grades to determine eligibility to start season

Modified Winter Season 1: Use of the 5-week progress reports to determine eligibility to start season.

Modified Winter Season 2: Use of the 15-week progress reports to determine eligibility to start season.

Modified Spring Season: Use of the 25-week progress reports to determine eligibility to start season.

Note: A progress report or a report card will place an athlete on probation as warranted within each season.

Policy Modified, modifications adopted by the Board of Education 1-20-09.

EMERGENCY DRILLS

EVACUATION/FIRE DRILLS

It may be necessary to evacuate the building for a variety of reasons. At this time the teachers will give directions as to the procedures to be used. Students must listen and follow the teacher's directions. The State Education Department requires eight fire drills. All students are to follow directions given by the teacher, walk quickly without talking or whispering, and evacuate the building.

PROCEDURE TO FOLLOW IN THE EVENT OF SMOKE OR FIRE

- Immediately go to the closest fire alarm AWAY from smoke or fire - either pull down or push the button to sound alarm.
- Listen to adult direction.
- SHOW a teacher, custodian, or person in authority the area of smoke or fire as soon as possible.
- Leave the building by the closest exit that is accessible. Please note that at times some of the exits will be blocked off to force the use of alternate routes out of the building.

LOCK DOWN DRILLS

We will use a lock down procedure when no one is allowed in the halls. This is for your safety as well as for someone needing medical treatment.

PROCEDURES:

- Go to the nearest classroom. If you are not in a classroom, remain in the location until told otherwise by a police officer, principal, or principal designee
- You are to remain quiet and out of sight.
- There will be no bathroom privileges.
- Stay away from the door.
- You should not use any electronic device

CODE OF CONDUCT

MISSION AND BELIEFS

At Whitney Point, our mission is to provide an excellent education ensuring that all children maximize their potential, become contributing citizens and pursue lifelong learning.

We believe that all children possess unique qualities and come to school eager to learn and be successful.

We respect all people within our community and treat them with dignity and respect at all times.

Learning is a partnership that includes school staff, parents, family, and the community.

We believe that purposeful and intentional change is a constant that leads to educational improvement and positive results.

Knowledge allows for critical thinking and effective decision-making.

We also believe that compliance with state and federal regulations is critical to school district success.

RIGHTS, RESPONSIBILITIES, AND EXPECTATIONS

Part of the process of educating young people is teaching them to work together in a cooperative spirit. In order to foster a positive learning environment, each individual in the school has certain rights and responsibilities. A cooperative learning environment can be attained when everyone has knowledge of their rights and responsibilities. The choices each individual makes can either contribute to or detract from a positive learning environment. Many opportunities to reward and recognize positive behavior exist at T.R.A. However, sometimes it becomes necessary to address individual behavior that detracts from a positive learning environment.

The rights and responsibilities are based on the following objectives and goals:

In a group setting such as school, everyone has the responsibility to conduct themselves in such a manner that will not infringe on, harm or violate the rights of other individuals.

In a group setting such as school, everyone has a responsibility to respect the property of the school and of other students and school personnel.

In a group setting such as school, everyone has a responsibility to speak and act in a courteous and respectful manner with other students, guests, and all school personnel including teachers, aides, cafeteria personnel, custodians, bus drivers, etc.

We support the right of each student to obtain an education in a calm, safe, and secure environment. It is important that parents, school staff, and students work together to maintain a positive educational atmosphere. The rights, responsibilities and discipline procedures at the Tioughnioga Riverside Academy have been established for the health and safety of everyone in the school community. The staff, parents and students will all work together to promote behavior that supports a positive learning environment.

TOUGHNIOGA RIVERSIDE ACADEMY BUILDING RIGHTS AND RESPONSIBILITIES

One of the goals for our students is the development of self-discipline. Administrators, teachers, students and parents are encouraged to be active partners in supporting the school rules. The following is a table of students' rights and responsibilities. In order for students to obtain these rights they must accept the parallel responsibilities.

Rights	Responsibilities
<ul style="list-style-type: none"> ●To be treated with respect. ●To be dealt with according to uniform standards. 	<ul style="list-style-type: none"> ●To behave in a manner which is appropriate and is beneficial to the student, his/her family and school environment. ●To respect others, including all those in authority. ●To show respect by removing all head coverings during and throughout the school day unless worn for a medical or religious purpose. ●To treat others as you would like to be treated. ●To dress appropriately for school.* (* See Dress Code)
<ul style="list-style-type: none"> ●To go to and from school safely. 	<ul style="list-style-type: none"> ●To use appropriate behavior when waiting at the bus stop and when riding the bus. ●To behave appropriately according to bus rules. ●To walk all bikes, skateboards, etc. when on school grounds. ●To go directly to school. ●To respect other people's property.
<ul style="list-style-type: none"> ●To be assured that you are not subject to any physical abuse on the bus, in school, and on school grounds. 	<ul style="list-style-type: none"> ●To participate in no aggressive physical contact including pushing/shoving on bus, in school and on school grounds.
<ul style="list-style-type: none"> ●To be assured that you are protected from any verbal abuse on the bus, in school, and on school grounds. 	<ul style="list-style-type: none"> ●To engage in no verbal/written inappropriate or abusive language, attitudes, or behaviors at any time. ●To report incidents, of verbal abuse, involving others.

<ul style="list-style-type: none"> •To attend a school that is in good physical condition. 	<ul style="list-style-type: none"> •To refrain from any behavior that results in the destruction of personal or school property. •To dispose of any trash in the proper receptacle. •To refrain from placing stickers or permanent marks on school lockers and other school property. •To refrain from eating or drinking outside the cafeteria without the supervision of a staff member. •To not take the property of others without their permission. •To assist in keeping classrooms, the library, hallways, and the cafeteria clean. •To not deface in any way personal or school property including books, desks, walls, lockers, etc.
<ul style="list-style-type: none"> •To expect that if your rights have been violated the offenders will be sought and action will be taken. 	<ul style="list-style-type: none"> •To expect that if you are in violation of others rights you will accept the consequences.
Rights	Responsibilities
<ul style="list-style-type: none"> •To have classrooms and hallways that are conducive to effective learning. 	<ul style="list-style-type: none"> •To arrive on time for classes. •To allow each person (teacher and student) to speak without interruption. •To have your agenda anytime you are in the hall, grade 6-8 students. •To not apply perfumes, aerosol deodorant and cologne/aftershave, while at school. •To develop listening and study skills. •To remain at your desk or seat unless permission is granted to do otherwise. •To complete assignments. •To not cheat. •To not distract others in classes. •To not use laser pointers, MP3 players, cell phones, electronic games, digital cameras, or any electronic communication devices during the instructional day unless receiving permission from a teacher or administrator. (*See following Board of Education Policy)
<ul style="list-style-type: none"> •To have sufficient time and space to eat lunch in a pleasant atmosphere. 	<ul style="list-style-type: none"> •To talk in moderate tones in the cafeteria. •To remain in your seat unless given permission to do otherwise. •To dispose of trash in the proper receptacles. •To consume all food and beverages in the cafeteria, unless given specific permission to do otherwise.
<ul style="list-style-type: none"> •To enjoy and participate in assembly programs. 	<ul style="list-style-type: none"> •To use appropriate behavior in the auditorium.* •To show respect for all individuals, including presenters and performers. (*See Auditorium Etiquette)

<ul style="list-style-type: none"> •To enjoy and participate in school-related activities (dances, field trips, plays, sporting events, etc.) 	<ul style="list-style-type: none"> •To use appropriate behavior in all school-related activities. All school activities are an extension of the school and all school rules apply.
<ul style="list-style-type: none"> •To have an orderly and safe environment in and around the building at all times during school hours including after-school programs. 	<ul style="list-style-type: none"> •To walk and keep to the right in hallways and stairs when passing. •To walk getting on and off the buses. •To walk and not run in the building. •To have no physical contact with other students. •To close and lock lockers at all times. •To not jump, climb, or throw objects in the building. •To remain on school grounds at all times while school is in session. •To remain under teacher supervision when present during and after school hours. •To not use backpacks, mini backpacks, satchels, book bags or any other item with a strap in class or the hallways. These items are to be kept in the locker at all times during the school day. However, students may carry a small purse or use a bag to transport clothing to and from physical education class.
Rights	Responsibilities
<ul style="list-style-type: none"> •To evacuate the building safely under teacher supervision in the event of a fire or emergency situation including all drills and building evacuations. 	<ul style="list-style-type: none"> •To maintain silence during the evacuation. •To follow all teacher/staff member directions. •To join a class as soon as possible if walking through a hallway during an alarm.

UNACCEPTABLE CONDUCT

A student may be subject to disciplinary action when he/she behaves in a manner which is:

- Harassment, bullying, or intimidating students or school personnel
- Minor school/class disruptions or violations of general school rules
- Disrespectful to an adult
- Insubordination*
- Pushing, running, fooling around, horseplay
- bullying and cyber-bullying
- sexting
- making unreasonable noise or using inappropriate language
- Assaulting a student/fighting
- Creating a hostile environment
- Threatening a student (menacing) or an adult verbally/physically
- Harassing, intimidating or bullying a student. (Harassment, intimidation or bullying means any intentional written, verbal, or physical act, including, but not limited to, one shown to be motivated by any characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, other distinguishing characteristic.)
- Using/possessing/creating inappropriate language, pictures, books, signs, and graffiti
- Pass/agenda misuse/loitering
- Skipping class or unexcused absences/ Skipping assigned detentions and lunch detentions
- Truant to and from school/leaving school without permission from any adult
- Lying/forgery/ assisting others with independent school work without permission from a teacher
- Unprepared or late to class

- Littering
- Inappropriate displays of affection
- Inappropriate dress
- Possession/Use of disruptive items including, but not limited to cell phones, DVD/CD players, MP3 players, iPods, or any electronic communication devices during the instructional day. (*See following Board of Education Policy)
- Recording and/or photographing a student or staff member without their expressed consent
- Possession of inappropriate items including, but not limited to beepers, laser pointers, chains, etc. at all times.
- Possession, use, distribution, transfer or sale of tobacco or tobacco products, nicotine containing products, electronic/vapor cigarettes and electronic/vapor cigarette products, alcohol, drugs or other controlled substances, drug paraphernalia or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri
- Possession/use of matches, lighters, etc.
- Possession/use of a dangerous instrument, explosives, or hazardous materials
- Trading/buying/selling of personal items or gambling, IE: Pokémon Cards, candy
- Stealing, destroying/damaging property
- Making false alarms/911 calls/bomb threats
- Possession/use of a weapon including:
 - a firearm, including, but not limited to, a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun, spring gun, BB gun, or paint ball gun;
 - a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife;
 - a billy club, blackjack, bludgeon, chukka stick, or metal knuckles, sandclub, sandbag, sling shot, slungshot
 - a martial arts instrument, including, but not limited to, a kung fu star, ninja star, nun-chuck, or shirken;
 - an explosive, including but not limited to, a firecracker or other fireworks;
 - a deadly or dangerous chemical, including, but not limited to, a strong acid/base, mace, or pepper spray;
 - an imitation gun;
 - loaded or blank cartridges or other ammunition; or
 - any other deadly or dangerous instrument.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Board of Education Policy #7380 (approved 5/2012)

1. **POLICY:** In an effort to provide an environment that fosters and supports learning and the exchange of ideas, the Board finds that the proliferation of personal electronic devices in the instructional arenas makes it necessary to address the acceptable use of these devices during the school day, class sessions and examinations. Using electronic devices for activities unrelated to the learning experience distracts the student using the device, his/her neighbors, and the instructor. The quality of learning experience suffers when these distractions occur.
2. **APPLICATION:** This policy shall apply to all handheld electronic devices with communication or storage capabilities and shall include, without limitation, cellular telephones, camera phones, smart phones, i-pods, MP3 and similar music players, tape recorders and players, scanners, portable digital assistants, wireless e-mail devices, electronic digital readers, laptops, headphones, and cameras.
3. **RULES PERTAINING TO ELECTRONIC DEVICES:**
 - a. The use of personal electronic devices should never compromise the mental, emotional or physical safety of any student, employee, visitor, or volunteer. The following activities are strictly prohibited during school hours and school events: the taking, receiving disseminating and/or posting inappropriate videos or pictures of students, staff members, visitors or volunteers; texting inappropriate or threatening messages or pictures to students, staff members; bullying students, staff members, visitors or volunteers through a personal electronic device.
 - b. The use of any electronic devices during examinations, other than those sanctioned by the instructor or proctor in charge of testing, is strictly prohibited.
 - c. Cell phones, cameras, or other electronic devices should not be used to discredit, harass, bully, ridicule or demean others.
 - d. Incidents occurring off school property either outside of or during the school day that creates or would foreseeably create a risk of substantial disruption within the school environment can lead to a school consequence (see amendment to the Dignity Act: Chapter 102 Laws of 2012)

4. APPROVED USES:

- a. In certain instances there is educational value in utilizing personal electronic devices in classrooms when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the class they are attending. Approval for students' use of such devices will be at the discretion of the building principal in coordination with the individual classroom teacher.
- b. Students with disabilities or exceptional needs, who require electronic devices for their day-to-day functioning in the academic setting, are to coordinate the use of electronics during class sessions with their teacher.
- c. If permission is given for the use of an electronic device, it shall be used for that approved purpose and during the relevant time period; any unapproved use of the devices will constitute a violation of this policy.

5. **CARE FOR ELECTRONIC DEVICES:** Students who bring cell phones or other electronic devices to school are solely responsible for the safety and security of those devices. Students who bring electronic devices to school do so at their own risk. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged or stolen at school or while traveling to and from school.

6. **EMERGENCIES:** Parents are reminded that in cases of emergency, the main office is the appropriate point of contact to ensure that your child is reached quickly and assisted in an appropriate way. In the event that a student needs to contact a family member or caregiver due to an emergency or under the unusual circumstances, the proper course of action is for the student to notify the instructor or the main office, and if a telephone call is necessary, the call shall be placed using the office telephone after permission is given.

7. **VIOLATIONS:** Violations of this policy may result in the immediate confiscation of the electronic device. Refusal to turn over an electronic device to an administrator may result in immediate suspension, pending further potential discipline, and parent conference at the discretion of the building principal or designee. Confiscated electronic devices shall be securely stored in the school's administrative offices until retrieved per administrative direction. Any electronic device not retrieved within 30 days shall be subject to disposal.

8. **LAW ENFORCEMENT:** Electronic Devices shall be subject to search in accordance with applicable state and federal law. Electronic devices will be receipted and surrendered to a law enforcement personnel upon request of law enforcement.

INSUBORDINATION

Students will obey the directions of any staff member. The following list provides, but does not limit, examples of insubordination.

- Failure to comply with direction or instruction of a staff member
- Refusal to work in class
- Refusal of lunch detention or recess time out
- Refusal to participate in in-school alternatives
- Refusal to report to in-school suspension

DISCIPLINARY CONSEQUENCES

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary consequences will consider the following:

- The student's age
- The level/nature of the offense and the circumstances which led to the offense
- The student's prior disciplinary record
- The effectiveness of other forms of discipline
- Information from parents, teachers and/or others, as appropriate
- Other extenuating circumstances.

The range of consequences that may be imposed for the conduct set forth are as follows:

- Verbal warning – any member of the district staff
- Discipline notice (see page 14 for procedure)
- Written notification to parents
- Notification of parent by phone
- Counseling
- Reprimand
- Removal from classroom
- Confiscation of items in violation of school policy

- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- After school detention (pending availability of transportation)
- 10 minutes from lunch/assigned seating at lunch/lunch detention
- Behavior contract
- Suspension from transportation
- Exclusion from a particular class
- Alternative Education Room (AER)
- In-School Suspension
- Involuntary transfer
- Short-term suspension from school
- Long-term suspension from school
- Permanent suspension from school

Consequences for instances of bullying will be applied in keeping with Board of Education policies and the Dignity for All Students Act

DISCIPLINE NOTICE PROCEDURE

1. Teacher or Staff member writes an electronic discipline notice on School Tool that explains the incident.
2. Discipline notice is reviewed by the principal/assistant principal and disciplinary action is determined.
4. Depending on the incident and grade level of the student, a call will be made home or a letter sent to the parent(s)/guardian(s) explaining the incident.
5. Notification of the incident and the consequences will be given to:
 - Parent or guardian (by mail or phone).
 - Teacher who assigned the discipline notice.
 - Counselor who works with the student.
 - Main office personnel.

LUNCH DETENTION/ ASSIGNED SEATING

Teacher assigned seating

The student sits in the cafeteria separate from his/her classmates for 10 minutes or the student sits in the cafeteria separate from his/her classmates for the entire lunch period.

Administrative assigned lunch detention

The student will be removed from the cafeteria, for the entire lunch period, and placed in a lunch detention room, the Main Office or other location as determined by the administrator.

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.

Home and school need to cooperate in the matter of school dress. We recognize the ever-changing nature of fashion and style. The following list should be considered a sample and is not limited to these items exclusively. The school administration shall have final discretion regarding the appropriateness of dress, grooming and appearance.

The dress code is expected to be followed in virtual settings, especially in classroom video meetings.

At all times a student's attire shall:

- Be safe, appropriate and not disrupt or interfere with the education.
- Be sure that shorts and skirts do not come above the fingertips of the student's hand when worn normally.
- Recognize that extremely brief revealing garments and any clothes insufficient to conceal undergarments at all times are not appropriate.

- Ensure that underwear is completely covered with outer clothing.
- Not include clothing that reveals cleavage or the midriff. Examples of prohibited clothing include, but are not limited to: low cut pants, low cut necklines that show cleavage, tube tops, halter tops, racer backs, backless blouses or blouses with ties in the back, clothing constructed of see through materials.
- Include footwear at all times and ensure that no footwear creates a safety hazard. Wearing flip-flops or slides while using the stairways creates a safety hazard and has resulted in serious injury, therefore, flip-flops and slides are prohibited.
- Not include the use of blankets
- Not include the wearing of head coverings except for a medical or religious purpose. Students must provide a note from a parent/guardian indicating the reason for a head covering.
- Not include body piercing and accompanying jewelry that interfere with the education process or create a health hazard.
- Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender or sexual orientation or disability whether clearly stated or through innuendo.
- Not include apparel with tobacco, alcohol, drug (pharmaceutical or street) name, slogan or logo.
- Not include outer garments, such as coats and hats, in the school building or classroom during school hours.
- Not include articles that could cause damage to other students or property including, but not limited to chains, cleats, etc.
- Be appropriate to the occasion. Examples of inappropriate clothing would include but not be limited to beachwear and sleepwear. Tank tops which are too revealing (low cut at the neckline, back and/or underarms) are also inappropriate for school.
- Or that advertise any product or service not permitted by law to minors or prohibited on our school campus

Attendance in class is a priority. Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item and return to class in timely manner. Students may be held in AER while waiting for a change of clothes. Any student who refuses to change will be subject to discipline, up to and including school suspension.

Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Infractions of the dress code will be addressed by a teacher or reported to the Main Office as they arise.

TRANSPORTATION

Students who ride buses to and from school or during field trips should understand that all school rules apply while they are on the bus. The bus driver is in charge and students should listen to all instructions. The rules for riding include:

- Students should be ready 5 minutes before the scheduled bus arrival time.
- Take your seat quickly and remain seated for the entire ride.
- Be courteous, use NO profane language. Talk quietly.
- No eating or drinking on the bus.
- No smoking or use of tobacco.
- Keep your head, arms, feet and all objects inside the bus.
- Keep aisle clear at all times.
- Carry on the bus only what you can hold on your lap. No skateboards or skis.
- Bus Drivers and Monitors have the right to assign seats and are encouraged to do so.
- Obey all the rules, and follow directions given by the bus driver and monitor.

Students walking or riding a bicycle to or from school must have a note signed by a parent/guardian granting permission to walk or ride a bicycle on file in the Main Office. A parent/guardian must give the school prior notification if their child's dismissal arrangements change. **The notice must be made in writing and received in the school office prior to 9:00 the day of the change.** (School offices are no longer able to accept phone calls or walk-ins requesting immediate bus changes.) Walkers will be dismissed at "A" bus dismissal. Walkers must leave the school building and grounds upon dismissal. Walkers must use the sidewalks at all times. Students riding bikes, skateboards, roller blades or scooters to school need to walk them on and off of school grounds using the sidewalks. Their use is not permitted on school grounds, including after school. Bicycle owners must securely lock their bicycle to a bicycle rack.

Students **older than 12** may get off the bus at home without an adult there. Students under 12 must have a note from their guardian giving them permission and that they feel that their child is responsible enough to be dropped off without someone there. Notes do not carry over to a new school year for any reason. A new note must be written each year.

CHEATING AND PLAGIARIZING

Students are expected to perform honestly through the production of their own work. Academic honesty is an important value. Examples of cheating and plagiarism include but are not limited to:

- Copying another person's homework or allowing another student to copy yours
- Using notes or other aids that are not allowed during a test
- Talking to or collaborating with another student during a test
- Copying, cutting and pasting from the Internet or other electronic sources without properly citing the sources
- Using technology (computers, cell phones, etc.) to share information during or about a test

To avoid even the appearance of cheating and plagiarism, students must listen to and follow directions of teachers on all tests and assignments. Be sure to use quotation marks, to paraphrase or summarize in your own words, and always properly credit sources. If you have any questions about an assignment or expectations about working with other students, sharing information, etc. talk to and consult your teacher. Violations may result in a failing grade for the assignment. Repeated violations may result in further disciplinary action.

STUDENT LOCKERS

As of right now (9/2020), student lockers are not in use. 6th-8th grade students may carry a backpack to their classes. Please follow the guidance below in the case we are allowed to use lockers this year.

Students have no reasonable expectation of privacy with respect to lockers, desks and other school storage places. School officials retain complete control over them as it is necessary to maintain school safety. These places may be subject to search at any time by school officials, without prior notice to students and without their consent.

All students are urged to take precautions with their possessions. **Make sure lockers are closed and locked.**

Students should not share their locker combinations with other students. Personal belongings should not be left where others may have the opportunity to take them. Keep lockers clean and free from odor-causing items.

Students who tamper with other students' lockers will be subject to disciplinary action. Decorations must be removed by 3:00PM Friday or they will be removed by the custodial staff and disposed of.

AUDITORIUM ETIQUETTE

The auditorium is an important learning environment on many occasions and for a variety of activities. When students assemble in the auditorium, the speaker or performers on stage have prepared many hours and deserve the full support of the audience. Below are a few simple rules that will give them the attention and respect they deserve:

- Be an attentive listener
- Don't draw attention from the performance or distract the performers
- Acknowledge the performance with appropriate clapping
- Be supportive and respectful of the performers or speakers
- Do not get up or leave during a performance except in an emergency
- Follow the designated seating arrangements

EVENING ACTIVITIES AND EVENTS

Several evening activities and events are held for students throughout the school year. Attendance is considered a privilege. Students are expected to be in attendance at school for at least half the instructional day of an event or they are ineligible to attend. Exceptions may be made by the administration due to emergency situations. Only those students who have not been assigned any form of suspension during the time between scheduled events are eligible to attend.

All school rules are in effect during evening activities and events. Consequences may be assigned to ineligible students who attempt to attend or are on school property during an event. Evening activities and events may be grade specific. Therefore, only students in designated grades for that evening's event can attend.

DANCES

As of right now (9/2020, we are postponing all dances. We will host dances once we are given permission to. Please follow the guidance below in the case we can resume hosting dances.

Several dances are held for students in grades 6-8 throughout the school year. Attendance at these dances is considered a privilege. Students are expected to be in attendance for at least half the instructional day of a dance or they are ineligible to attend. Exceptions may be made by the administration due to medical or extenuating situations. Only those students who have not been assigned any form of suspension during the time between scheduled dances are eligible to attend. In addition, students receiving excessive in-school consequences (IE: lunch detention, AER) can lose dance eligibility at the discretion of the building principal or assistant principal).

Dances are held from 7:00 to 9:00 pm. No students will be allowed into the dance after 7:30 pm unless previous arrangements have been made with the principal. Parents and guardians are expected to pick up students promptly at 9:00 pm. Failure to be picked up in a timely manner may result in ineligibility for subsequent dances.

All school rules are in effect at dances. Consequences may be assigned to ineligible students who attempt to attend or are on school property at the time of the dance. Students who leave early from a dance will cause staff to notify parents or the Deputy Sheriff.

Only Tioughnioga Riverside Academy students in grades 6, 7 & 8 may attend the dances.