



Allen Road



Bear Road

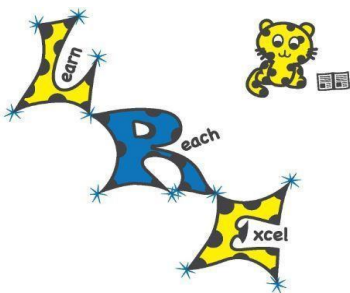


Cicero

# Elementary Student



# Handbook 2024-2025



Lakeshore Road



Roxboro Road



Smith Road

# North Syracuse Board of Education 2024-2025

Michael Mirizio, Board President

Xavier Moody-Wusik, Board Vice President

Robert Crabtree

Paul Farfaglia

Matthew Hermann

Beth Kramer

Joshua Ludden

Mark Thorne

Amanda Sugrue

Azariyah Fernandez, Student Ex-Officio

## CENTRAL ADMINISTRATION

Michael A. Schiedo	Superintendent of Schools- Interim	218-2150
Christopher R. Leahey, Ed.D.	Associate Superintendent for Teaching & Learning	218-2148
Donald F.X. Keegan	Associate Superintendent for Business Services	218-2143
Michael Baroody	Assistant Superintendent for Human Resources	218-2146
Donna Marie Norton	Executive Director for Data & Accountability	218-2147
Jason Clark	Director of Instructional Technology	218-2041
Julie Darmody- Latham	Director of Elementary Special Education	218-2140
Jennifer DiBianco	Director of Diverse Learning & Instructional Support	218-2041
Daryle Redmond	Director of Fine Arts and Co-Curricular	218-2147
John Rice	Director of Science	218-2142
Nickolas Scholz	Director of Mathematics	218-2153
Jamie Sullivan	Director of Elementary Education and ELA	218-2153

# NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

## Directory of North Syracuse Central Schools

### EARLY EDUCATION PROGRAM

North Syracuse Early Education Program	Principal Phone:	Dawn Hussein 218-2200
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### ELEMENTARY SCHOOLS GRADE K-4

Allen Road Elementary	Principal Phone:	Emily Lafountain 218-2300
Karl W. Saile Bear Road Elementary	Principal Phone:	Olivia Cambs 218-2400
Cicero Elementary	Principal Phone:	Melissa O'Donnell 218-2500
Lakeshore Road Elementary	Principal Phone:	Tina Chmielewski 218-2600
Roxboro Road Elementary	Principal Phone:	Matthew Motala 218-2700
Smith Road Elementary	Principal Phone:	Lyndsey Maloney 218-2800

### MIDDLE SCHOOLS GRADE 5, 6 & 7

Gillette Road Middle	Principal Phone:	Sarah Jones 218-3000
Roxboro Road Middle	Principal Phone:	Heather Pelligrino 218-3300

### JUNIOR HIGH SCHOOL GRADE 8 & 9

North Syracuse Jr. High	Principal Phone:	Naomi Trivison 218-3600
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### SENIOR HIGH SCHOOL GRADE 10 – 12

Cicero-North Syracuse High	Principal Phone:	Kristen Hill 218-4100
TRANSPORTATION	<b><i>Bus Dispatcher - 218-2107</i></b>	

### **ARRIVAL AND DEPARTURE TIME:**

To provide for your child's safety and ensure a more positive beginning and ending of his/her day, please be aware of the following procedures:

- Children may not enter the building before **9:00 a.m.**
  - (Walkers, therefore, should not arrive before this time.)
  - No supervision is provided prior to 9:00.
- Classes begin at **9:15 a.m.**
  - Children arriving after this time are marked tardy.
- Student dismissal begins at **3:20 p.m.**
  - Children must ride their assigned bus.
  - If you request your child to walk, ride a bicycle, or get off at a different bus stop, you need to provide the school with written notification.



### **CHANGE OF ADDRESS/ PHONE NUMBER**

- If you have a change of address or telephone number, please notify the school in writing, indicating the date the change is effective. Unlisted phone numbers will be kept confidential.
- It is necessary to provide the school with an "emergency phone number," of someone who can be contacted if the parent cannot be reached at the regular home or work number.
- Also, please notify the school if there is a change in a babysitter's name and/or phone number.

### **CHILD CARE/BABYSITTER:**

Written requests to change childcare location must be submitted to transportation not less than three working days prior to the effective date. Any changes received on or after August 23, 2024, will not become effective until Monday, September 16, 2024.

### **CUSTODY:**

If you have custody information concerning your child, we request a certified copy of original pages of the court document pertaining to custody to be filed in the school office. Parent requests cannot be honored without the court issued documents. We ask your cooperation with this issue to ensure the safety of your child.

### **DELAYED OPENING AND CLOSING PROCEDURES:**

Should weather or building conditions make it necessary to close school or start school at a later time in the day, announcements will be made on all TV and radio stations. However, we recommend that you sign up for Parent Square which will enable you to receive text messages and emails regarding delays and closings. You can obtain more information from the District's website at [nscsd.org](http://nscsd.org) under Public Information.

### **ALL ACTIVITIES ARE CANCELED WHEN SCHOOL IS CLOSED.**

When we operate on a **one-hour delay**, all buses will operate on a delayed schedule.

The before school **YMCA Childcare Program** will begin at 7:15 A.M.

*NO BREAKFAST WILL BE SERVED.*

When we operate on a **two-hour delay**, all buses will operate on a delayed schedule.

The before school **YMCA Childcare Program** will begin at 8:15 A.M until school begins.

*NO BREAKFAST WILL BE SERVED.*

In the event of an **early dismissal** there will be NO After-School activities or YMCA Program.

Please listen to the news media on those days when weather conditions are bad in the morning and during the day. Notifications are sent out using Parent Square and listed on the district website. School could be dismissed early. You will need a family plan in case of an early dismissal due to deteriorating weather conditions or in case of any other building emergency. Children should know what to expect and where to go when school closes early. In the event of early dismissal, Emergency Closing Information from the *Annual Student Information Verification Form* will be used. The *Annual Student Information Verification Forms* will be sent out at the beginning of the year.

These should be updated anytime sitters or circumstances change. It is your responsibility to be sure we have updated information since in the event of an early dismissal your child will be sent to the location indicated on that form. We **CANNOT** let a child go anywhere other than his/her home without your permission.

### **EMERGENCY EVACUATION:**

In the case of an emergency where students are evacuated to a different location, the telephone numbers for the Main Office and Health Office of the school will be transferred to a central location to provide information to parents. The media will be provided those numbers, at that time, for parents to call regarding the safety and location of students.

### **FOOD SERVICES**

#### **LUNCH/BREAKFAST**

Breakfast is served each day at 9:00 a.m.

Milk alone costs 70¢



Thanks to a federal program called “Community Eligibility Provision” all students receive breakfast and lunch at No Charge. Students are permitted one breakfast and lunch per day.

Snacks and beverages must be paid for at the time of purchase. You can pay using cash or by check, made out to the “School Lunch Fund”, or by creating an account in “MySchoolBucks” to pay using a credit card. Detailed information about My School Bucks is available on the district’s website. For more information on your balance, please call your school cafeteria between 9:30 a.m -2:00 p.m., or call the food service office at 218-2176.

### **INTERNET USER**

#### **Internet Access:**

The North Syracuse Central School District offers various means of internet access to enrich instruction and learning for your child. Our network enables users to connect with computer systems nationwide as well as globally. The internet provides students with the opportunity to share information, conduct research projects, and communicate with others, adding an exciting dimension to their educational experiences. We are committed to monitoring internet usage diligently to ensure that unauthorized access to inappropriate content is minimized.

Our network is equipped with robust filtering systems that employ advanced technology to restrict access to inappropriate and harmful content. These filters are regularly updated to adapt to evolving online threats and to provide a safe browsing experience for students. Additionally, our firewall technology acts as a protective barrier, monitoring incoming and outgoing internet traffic to prevent unauthorized access and maintain a secure network environment.

While every reasonable effort is made to monitor internet usage, it is important to note that no filtering system is foolproof. It is essential for parents, guardians, and educators to work together in educating students about responsible internet use and to report any concerns or issues promptly. It is expected that students adhere to the acceptable use policies outlined in BOE policy 4201 ([www.nscsd.org/aup](http://www.nscsd.org/aup)), covering technology devices, accounts, internet, email, and telephone use. By logging into a district account, students agree to abide by these guidelines.

### **Cellular Devices/Smart Watches:**

Alongside district-provided technology resources, cellular devices and Smart watches have become increasingly prevalent at the elementary level. However, they also pose the potential for distraction and misuse. To mitigate these issues, the use of cellular devices including Smart watches, are not allowed during the school day. Students who bring cellular devices including smart watches to school are required to power them off and securely store them for the entirety of the day. It is expected that students adhere to the acceptable use policies outlined in BOE policy 4201 ([www.nscsd.org/aup](http://www.nscsd.org/aup)) covering technology devices, accounts, internet, email, and telephone use. By logging into a district account, students agree to abide by these guidelines.



### **PHOTO / VIDEO / AUDIO RELEASE**

During the school year, your son or daughter may have the opportunity to have their photo taken, video image and voice recorded, and/or art and written work published in connection with a school district activity or program. Your child's photo (image) and school work may be published in local newspapers, posted (displayed) on the district's Internet site, or used by the requesting organization (local TV or print media) for their programming, i.e., backup and their news stories. If you DO NOT want your child's picture or schoolwork to be used in newspaper articles, videos, and/or district publications, including our district's website, please inform your school principal in writing.

### **TRANSFERRING:**

If your child is **transferring out of the school**, please provide the school with:

- date of your child's last day
- new school name and address
- new home address

New York State Law requires you to sign a student records release in order for us to transfer your child's records to his/her new school. All students new to the district should report, with their parent or guardian, to the District Offices, located at 5355 West Taft Road, to register for attendance in any of the schools in the North Syracuse Central School District.

You must bring the following information with you to register your child:

-Last report card - Birth certificate -Transfer from the previous school -Immunization record- Proof of residency

## **HEALTH PROGRAM**

### **MEDICAL EXAMINATIONS:**

The North Syracuse Board of Education requires written documentation of current medical status for all new district entrants & students entering **kindergarten, grades 1, 3, 5, 7, 9 and 11**. A signed physician's certificate indicating a physical examination has been conducted must be submitted within 30 days from the student's enrollment in the district or entrance into the specific grade.

When no documentation is received by the school district, an examination will be conducted by a Board of Education appointed school physician during that school year. The school physical will reflect, as accurately as possible, that which would be obtained from a family physician.

A medical examination of any student may be requested at any time by school health personnel, at their discretion, to promote the educational interests of such students.

The school nurse is available to talk with parents regarding any health considerations or in recommending community resources.

**Vision and hearing** tests are done annually.

**CUMULATIVE HEALTH RECORDS:**

Kept on each child showing health and growth and development; all immunizations and information requiring special needs or consideration.

**ILLNESS OR INJURY AT SCHOOL:**

Should a child become ill or injured at school, the school nurse will phone home, work or emergency phone numbers provided. No child is sent home alone. Emergency numbers **must** be left with the school nurse and main office of the school.

**ACCIDENT INSURANCE:**

The school district carries supplemental accident insurance, which can be applied for after an injury. Your own health insurance must be billed first. Contact the school nurse for specific information.

**COMMUNICABLE DISEASE CONTROL:**

In order to prevent the spread of communicable diseases and to ensure rapid recovery, it is advisable to keep a child home from school when he/she shows any of the symptoms of serious illness. Specifically, fever, enlarged glands, red or discharging eyes, skin eruptions, diarrhea, vomiting and earache are symptoms that should be attended to by a physician and will often result in a child being sent home.

The school administrator, nurse, and chief school physician retain the right and responsibility to make medically informed decisions regarding students with communicable diseases.

**EXCLUSION OF CHILDREN FROM SCHOOL:**

Children are excluded from school when sick with contagious illnesses and infections. Notices are sent home with every child when the potential for spread of those illnesses or infections exists during the school day. These notices alert parents to signs and symptoms.

**IMMUNIZATION:**

According to Board Policy and State Law, your child **must be immunized** to attend school. Failure to comply will mean that your child will not be able to enter school until the immunization is in process or the immunization requirements are met. Contact the school nurse for details.

**Change to NYS Immunization Law Removes Religious Exemption**

On June 13, 2020, the law allowing parents to request and obtain exemptions from immunization requirements based upon statements of religious belief was repealed. The new law, which is effective immediately, no longer allows children to attend school in the North Syracuse Central School District without required immunizations.

The district will not allow unvaccinated students to participate in any summer programs or to continue enrollment in September if they are not immunized as required by law.

**ANIMAL HANDLING RELEASE:**

A Parental Release form to allow students to handle animals in the classroom will be sent home on an as needed basis by the classroom teachers.

## **MEDICATION BY SCHOOL PERSONNEL:**

The school nurse, in conjunction with a medical regimen prescribed by a physician or dentist, will administer medication only when the following circumstances have been satisfied:



1. A written request from the parent/guardian to administer the medication, as specified by the physician/dentist, has been submitted.
2. A written physician's/dentist's statement has been submitted, indicating the name of the prescribed medication, the dosage, the frequency of administration, and the duration.
3. The medication has been delivered directly to the school nurse by the parent/guardian in its original container.
4. No medications are to be brought to school by students for self-medication.

## **AHERA NOTIFICATION**

The District has been inspected for building materials containing asbestos as required under the Asbestos Hazard Emergency Response Act (“AHERA”). Copies of the Management Plan and the three year re-inspection are available in the main office of each building. AHERA requires the District to appoint a “Designated Person” for asbestos-related concerns. Jon Ward, Assistant Director of M & O, has been appointed as the “Designated Person” for asbestos-related concerns in the North Syracuse Central School District.

# **INTERVENTIONS & SERVICES**

## **MULTI-TIERED SYSTEM OF SUPPORTS**

Each building has a Multi-Tiered System of Supports (MTSS), a proactive and preventative framework that integrates data and instruction to maximize student achievement. The framework has four essential components: screening, a multi-level prevention system, progress monitoring and data based decision-making. Building supports can include but are not limited to , Student Support Team (SST), and a Special Education Referral Team (SERT). The SST and SERT teams provide an opportunity for your child’s teacher to monitor student attendance, academic, social, or emotional progress. In addition to these supports, all elementary schools have implemented a 30 minute “What I Need Now” (WINN) intervention block and Response to Intervention (RTI) program

## **RESPONSE TO INTERVENTION**

The purpose of the RTI program is to provide remedial instruction in the areas of reading, mathematics, writing and English as a New Language (ENL) to all eligible students. Eligible students who meet the criteria on the North Syracuse Central School District are mandated to receive Responses to Intervention (RTI).

## **SPECIAL EDUCATIONAL SERVICES**

Special education services are offered for students qualifying with a specific disability.

## **SPECIAL TRANSPORTATION**

For students with disabilities making them unable to ride regular transportation home, the committee on Special Education must approve Special Transportation.

**COUNSELING SERVICES:** Available for students through the building referral process

## **HOMEBOUND INSTRUCTION**

Homebound Instruction is an educational alternative provided to students in K-12 who, due to serious medical or emotional illness, are unable to attend their educational programs for an extended period of time. The student’s attending physician submits a request for this service to the District. The request must



include a complete outline of student's medical/emotional condition as well as the length of time (4-6 week minimum) the student will be out of school and a plan for the student to re-enter school For any questions concerns regarding the program, contact the District Office at 315-218-2144

## **PARENT GROUPS**

### **PARENT ADVISORY/ AWARENESS COUNCIL (PAC):**

The Parent Advisory/Awareness Council is a district-wide organization that encourages open communication between parents and district-level administration. The council addresses all levels of education from elementary to high school. Meetings consist of roundtable discussions of current issues in the district and are open to any parent/guardian of a child attending school in the NSCSD. All parents are welcome to join the conversation. Meetings are held three times a year during the school year. There is no commitment.

Each school is encouraged to participate in PAC by having one or more members of their parent-teacher group attend. Maria Borte facilitates meetings and may be reached at [mcberte@gmail.com](mailto:mcberte@gmail.com) for more information.

### **SCHOOL BASED PARENT-TEACHER GROUPS:**

Each school within the district has an active parent-teacher group/organization. Please visit your school's website for updated information regarding these groups.

## **CELEBRATIONS**

Developmentally, Kindergarten is the beginning of a child's educational journey, with more years of learning to follow. Formal ceremonies can create unnecessary pressure and anxiety for young children, especially for those who may need more time before moving to the next grade level.

Informal celebrations can mark the transition without the formality of a ceremony and are more age appropriate. We believe that graduation ceremonies represent the culmination of 13 years of education and should be reserved for high school seniors who have completed all of the requirements to earn a diploma.

## **DISTRIBUTION OF FLYERS/INVITATIONS**

We do not allow individuals or organizations to distribute invitations to an off-campus activity as the school district has no control over the environment, supervision, or safety protocols at the event. Ensuring that all students are in a safe and monitored setting is a priority and the school cannot guarantee this for events that are not organized or overseen by school staff or our PTO.

## **OUTSIDE FOOD/BIRTHDAYS**

The law requires schools to make arrangements for students with medical conditions, including food allergies. These are duties we must fulfill, including implementing food allergy procedures. Controlling allergens in a school involves having strict rules for how food is provided and shared. It also requires a school-wide awareness of allergens and anaphylaxis, and the cooperation of everyone who supports the child in and out of school. The most important allergens that we have to be aware of are celery/foods containing gluten/ fish/eggs/milk/flour/mollusks/mustard/nuts/soy/sesame/dyes. There may be others.

Given this, we do not permit outside food to come in for birthdays, as it is too difficult to check all of the ingredients for each child in the classroom. Our hope is that this will make things safer for everyone. Each grade level decides how to celebrate the special day in the classroom, and birthdays are recognized on the morning announcements.

## STUDENT ABSENTEEISM

### ATTENDANCE:

School attendance is critical to ensure consistency in your child's learning. Within the framework of the educational law, the only absences considered **excused** are: Illness or injury, medical/dental appointments, death in immediate family and certain religious holidays (requires written parental permission). We encourage you to make appointments outside of the school day as much as possible. In the event that your child is absent from school, **a written excuse must be provided from the parent when the child returns to school**. A child is considered **unexcused** if a written excuse is not provided. The excuse must include the reason for the absence.

If you bring your child in later than the opening time, or have them excused prior to the end of the school day, a **written note** is also necessary.

Since regular participation in school is important, we monitor attendance closely. If we have reason to be concerned with your child's attendance, we will contact you by phone or by mail.

### FAMILY VACATIONS:

When students are absent from school due to family vacations, days missed are considered unexcused absences. Additionally, if students are absent during state mandated testing periods, they will have to perform make-up tests. This situation is less than ideal as make-up tests may be administered in settings unfamiliar to your child(ren).

Assigned homework is a meaningful extension of classroom instruction to help the student refine what he/she is learning. Therefore, any assigned work should not be considered an adequate replacement for time spent in the classroom.

## STUDENT PROGRESS & SUCCESS:

### STUDENT PROGRESS

The school will report progress to parents through:

1. Report cards (3 x per year)
2. Interim Reports Grades 3 and 4 (3x per year at mid point of report card periods). They will be issued only to students demonstrating difficulty with academics.
3. Parent Teacher Conferences (Minimum 2 x per year)
4. Personal contact (note or phone call) when issues arise that need specific/immediate attention.

When parents have concerns or questions, they should contact their child's teacher by calling the school and leaving a message, sending a note with their child or using Parent Square.

### REPORTING OF GRADES

Kindergarten through fourth grade utilizes trimesters for reporting. All K-4 students will receive a standards-based report card, offering accurate and specific feedback about their progress toward skills and

understanding of each standard in each subject area. Trimester marking period dates and corresponding access to student report cards for these grades will be as follows for 2024-2025:

**End of Trimester:**

1. 12/6/2024
2. 3/14/2025
3. 6/18/2025

**Report card publication:**

1. 12/13/2024
2. 3/21/2025
3. 6/26/2025

Fall parent/teacher conferences will be held across the week of November 27th-December 1st, while spring parent/teacher conferences will be held across the week of March 11th through March 14th, 2024. We encourage parents to take an active role in monitoring their child's progress by periodically logging in at <https://cns.schooltool.cnyric.org/SchooltoolWeb/> to view their child's report card(s).

**HOMEWORK POLICY**

Parents often ask teachers and administrators for the homework policy. The following information is provided as a guideline. Specific questions should go to individual teachers. Classroom homework procedures will vary. However, if you feel your child spends an unusual amount of time on homework, contact the classroom teacher. When homework is given it should be based on one or more of the following purposes:

- To provide additional practice to strengthen new skills introduced into the classroom.
- The completion of unfinished classroom assignments.
- The completion of work on short-term or long-term projects.
- Participation in research activities.
- The extension of reading for pleasure and enjoyment.
- The fostering of good study habits and self-responsibility.

**ROLE OF THE TEACHER**

The teacher should:

- Inform the students and their parents of the grading policy, including homework.
- Help and provide direction and reinforcement in the development of good study skills.
- Assure that homework assignments are geared to provide for individual differences and capabilities.
- Make certain that homework assignments are purposeful, clear, defined and have real meaning for the student.
- Define the homework in class so students feel free to ask questions and receive any initial assistance they may require.
- Ensure that preprinted homework assignments are legible before distributing them to the students.
- Consider the daily homework load of the student when giving assignments.
- Evaluate/return homework within the 10 week marking period in which it was assigned.

**ROLE OF THE PARENT**

Parents should:

- Show a positive interest in your child's/children's homework and schoolwork, by asking to see daily work and talk about it together.
- Cooperate with the teacher to make homework more effective.
- Provide a suitable, quiet place in which your child/children can do his/her homework.
- Provide a regular time in your child's/children's schedule for homework.
- Select a time that will avoid last minute rushing, interference with bedtime or family commitments.

- Serve as a consultant for your child, but do not complete the assignment for your child
- Check with your child's/children's teacher(s), if you have questions.

## **ROLE OF THE STUDENT**

The student should:

- Understand the assignment before leaving class. If not, the student should ask the teacher to clarify it.
- The student should use a student planner, an assignment book or sheet to write down the class name, the assignment and the due date.
- Complete the assignment as soon as possible (while it is fresh in your mind)
- Check assignment book or planner before leaving school and be sure to take home all the materials needed to do the assignment.
- Set aside a time each day for homework. If you have no homework, use the time to review earlier assignments.
- Choose a certain place to do homework each day that is comfortable, has good light and few distractions.

## **PLANNING AND ASSIGNING HOMEWORK**

Homework should be planned and assigned in such a way that it will:

- Help students see how homework is related to learning standards.
- Ensure that the assignments, procedures for accomplishing them, and the due dates are clear.
- Ensure that the amount of homework is appropriate to students' needs and abilities.

Teachers should consider these factors when making homework assignments:

- The grade level of the student, level and degree of difficulty of the subject being studied
- The maturity level of the student
- The instructional needs of the student
- The total daily homework load of the student
- The Individual Education Plan (IEP), 504 Plan
- Establish and explain the manner in which homework will be evaluated and the weight it will carry in the overall evaluation of the student.
- Homework shall not be assigned, nor important class or field trip activities planned, on designated religious holidays when students will be absent because of religious observances.

## **Suggested Guidelines for the Amount of Homework:**

<b>Grades</b>	<b>Minutes per Day</b>
<b>K</b>	No minimum but home assigned activities. Should establish good homework habits.
<b>1-2</b>	10 - 20 minutes- total for all subjects
<b>3-4</b>	30 - 40 minutes- total for all subjects
<b>5-6</b>	No more than 15 minutes per period or 20 minutes per block or 1 ½ hour total

## **ACCEPTING, EVALUATING AND RETURNING HOMEWORK**

It is expected that homework will be completed by the due date.

All homework completed and handed in will be evaluated and returned within one week of when the assignment was submitted

## **CALCULATING GRADES**

Homework may not count for more than 10% of a student's quarterly grade.

# STUDENT RIGHTS AND RESPONSIBILITIES

## STUDENT RIGHTS:

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Attend a safe, healthy, orderly, respectful, and civil school environment, including the right to be protected from harassment, bullying and discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex, in accordance with this code and other applicable district policies, including most particularly, district Policy No. 4201.2.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel

## STUDENT RESPONSIBILITIES

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the District when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, or sportsmanship. Refrain from engaging in harassment, bullying and/or discrimination and to report and encourage others to report incidents of harassment, bullying and/or discrimination in accordance with this code, DASA and District Policy No. 4201.2.

## PROHIBITED STUDENT CONDUCT

The Board of Education (the "Board") expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

**A. Engage in conduct that is disorderly.**

Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy.

**B. Engage in conduct that is insubordinate**

Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.

**C. Engage in conduct that is disruptive.**

Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

**D. Engage in conduct that is violent.**

Examples of violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

**E. Engaging in any conduct that endangers the safety, morals, health or welfare of others.**

Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Engaging in acts of harassment, bullying and discrimination.
5. Hazing, which includes committing an act against a student, or coercing a student (typically although not necessarily as part of an induction or initiation process), into committing an act, that humiliates, degrades, abuses or endangers the student, physically or emotionally, regardless of the student's willingness to participate.
6. Selling, using or possessing obscene material.
7. Solicitation for or selling items for non-school organizations.

8. Using vulgar or abusive language, cursing or swearing.
9. Smoking a cigarette, electronic cigarette, cigar, pipe or using chewing or smokeless tobacco.
10. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal Substance" include, but are not limited to, inhalants, THC oil, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
11. Possession of drug paraphernalia.
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

#### **F. Engage in misconduct while on a school bus.**

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

#### **G. Engage in any form of academic misconduct.**

Examples of academic misconduct include:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions
6. Utilizing artificial intelligence tools (e.g. ChatGPT) without acknowledgement, teacher direction, fact verification, or editing.

### **STUDENT DRESS CODE**

(Excerpted from Student Code of Conduct, Policy 5311.1)

As students grow and develop their identities, they often use clothing as a way to express themselves. NSCSD respects our students' rights to express their individuality in their appearance while in school and at school events. Student dress should contribute towards a safe, comfortable, and inclusive learning environment. This policy is intended to communicate student dress code expectations.

Religious and cultural headwear is allowed and accepted in all settings.

**Must Wear:** clothing including both a shirt with pants, shorts, or skirt, or the equivalent and shoes appropriate for coursework. Clothing must cover undergarments (waistbands and bra straps excluded).

**May Wear:** • athletic attire, yoga pants, jeggings, distressed jeans, cropped shirts, tank tops • Hats, bandanas, and/or hoods may be worn in the classroom provided they do not interfere with the line of sight for any student or staff and the classroom teacher provides consent

**May Not Wear:** Hats and hoods may not be worn in hallways, lunchrooms, or the auditorium. Student may not wear clothing, items, or accessories that: • conceal/disguise a student's identity (except for a religious purpose) • depict, advertise, or imply profanity • advocate violence, vulgarity, hate speech • feature pornographic images • promote drugs, alcohol, and tobacco • consist of undergarments or bathing suits as outerwear • denigrate another person's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status • are see-through and expose undergarments and/or private parts

**Addressing Violations:** • A staff member will have a supportive, private conversation outside of the classroom setting with a student in violation of the dress code. • If the student modifies their attire to comply with the dress code the child is released to class with no disciplinary consequences. • If a student fails to adjust their attire to comply with the dress code policy, parents will be contacted to have a solution-oriented conversation with the goal of having the student return to their learning environment. • If all measures outlined above are not productive, the student will be considered insubordinate and subject to the student code of conduct.



This dress code applies not only to all school instructional programs, but also to all co-curricular, athletic, and extracurricular activities, clubs, teams and events, including any fund-raising events associated with the School district.

### **PHYSICAL EDUCATION FOOTWEAR**

For safety purposes, student sneakers must have laces and/or velcro. Flip flops, sandals and sneakers/shoes that include zippers or open heels are considered unsafe. Shoes deemed unsafe will not be permitted in physical education class. All students are provided details regarding safe footwear and they should be able to assist in identifying which sneakers are acceptable for physical education.

## **TRANSPORTATION**

### **BUS PROCEDURES:**

Because of distance and safety for students, the school district provides busing. Riding a bus is a privilege and requires all students to obey the rules and not cause distractions for the driver, which may result in an accident. Bus Rules are reviewed with the children several times during the year. A letter explaining the rules and consequences is sent home in September and a copy is on the next page.

### **BUS RULES AND REGULATIONS**

The primary concern of every employee in this district is the safety and welfare of each student. Many of our students spend considerable time each day traveling by bus to and from school. Behavior on buses is a concern that affects not only every student on that bus, but the bus driver and individuals in other vehicles.

In order to make bus transportation in this district as safe as possible, bus drivers, building administrators and district officials have met to establish the expectations for appropriate behavior on buses.

We ask that each of you review the procedures identified below, so that you understand the expectations that we have and the procedures that we will follow to assure safety.

In the event a student misbehaves on a bus, the following steps will serve as the guidelines for improving that student's behavior.

Step 1: Student will be verbally warned of their misbehavior and the appropriate behavior will be identified. The consequence of repeated actions will be explained.

Example of the behaviors that might receive verbal warnings are: failure to stay seated while the bus in motion; sticking hands, arms, or head outside the windows, or failing to follow bus driver's instructions.

Step 2: If misbehavior continues, the driver will contact the parent or guardian. This contact will be done on a Parent Notification Form.



Step 3: If the misbehavior continues, a Bus Conduct Report will be sent to the building principal. The principal will warn the student and advise the parents. The principal **may** suspend the student from riding the bus. This communication to the parent or guardian may be verbal or written or both in some cases.

Step 4: If the misbehavior continues, a Bus Conduct Report will be sent to the principal. The student will receive one to three days denial of bus privilege. This will occur after parent notification.

Step 5: If the misbehavior continues, the student will be denied bus privilege for one to five days or may have their bus use privilege revoked for a longer period through a hearing with district officials.

For every set of guidelines, there are always exceptions. Some incidents may move a student more quickly to the higher-level steps. Examples of incidents that may move a student immediately to step 3, 4, 5, and 6 are: fighting; insubordination; damage to property; inappropriate language; endangering the safety of others.

## **VISITOR INFORMATION**

### **VISITATION GUIDELINES:**

Visitors and parent volunteers are welcome for different events throughout the school year. Some teachers use volunteers for instructional support or special events. For the safety, security and confidentiality of our students, we are not permitting visitors during breakfast/lunch. When visiting a school, you must sign in at the Main Office and obtain a visitor's badge. When leaving you must sign out and turn your badge in.

### **VISITOR CODE OF CONDUCT:**

All visitors on school property or attending a school function shall conduct themselves in a safe, respectful, and orderly manner. In addition, all visitors on school property or attending a school function are expected to be properly attired for the purpose they are on school property. Anyone who is not a regular staff member or student of the school will be considered a visitor.

### **PROCEDURES FOR REGISTRATION OF VISITORS**

1. All visitors to the school must enter through the designated main entrance and report to the main office upon arrival at the school. Visitors must sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. Visitors may be requested to provide photo identification and must return the identification badge to the main office before leaving the building.
2. Visitors who wish to discuss individual or student matters with faculty, must make an appointment with the faculty member.
3. Any unauthorized person on school property during school hours will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. Additional steps will be taken if the situation warrants.

### **PROHIBITED CONDUCT**

No visitor, either alone or with others, shall:

1. Injure any person or threaten to do so, or endanger the safety of themselves or others.
2. Damage or destroy school property or the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including engaging in graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of any protected characteristic, including race (including traits historically associated with race, such as hair texture or protective hairstyles), color, creed, national origin, ethnicity, religion, age, disability, gender, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and status of being transgender.

6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, offer, distribute or exchange alcoholic beverages, controlled or illegal substances, or any synthetic versions, or be under the influence of either on school property or at a school function.
10. Smoke a cigarette, e-cigarette, cigar, pipe or use chewing or smokeless tobacco or vaping, or smoke/vape/ingest cannabis or cannabinoid hemp (except for lawful medical cannabis use in compliance with state law and regulation) in or on school property or at a school function.
11. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the district.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Incite others to commit any of the acts prohibited by this policy.
16. Violate any federal, state, or local statute, local ordinance, regulation, or guidance or board policy while on school property or while at a school function.

## **CONSEQUENCES**

Visitors who violate this policy shall be subject to the following consequences:

1. Visitors' authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises.

## **ENFORCEMENT**

The building principal or his or her designee shall be responsible for enforcing the conduct required by this policy. When the building principal or his or her designee sees a visitor engaged in actions not conducive to achieving the goal of making school a community free of violence, intimidation, bullying, harassment, and discrimination, misconduct, or otherwise not allowed behaviors, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the visitor that the conduct is not allowed and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the visitor of the consequences for failing to stop. If the visitor refuses to stop engaging in the unacceptable conduct, or if the visitor's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating this code.

## **CIVIL RIGHTS NOTICE**

The North Syracuse Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap.

Inquiries regarding this nondiscrimination policy may be directed to:

### **Title IX Coordinator:**

Michael Baroody

*Assistant Superintendent for Human Resources*

North Syracuse Central Schools 5355 West Taft Road

North Syracuse, NY 13212 (315) 218-2125

**Section 504 Coordinator:**

Sara Kees

*Special Education Director*

North Syracuse Central Schools 5355 West Taft Road

North Syracuse, NY 13212 (315) 218-21250

The complete grievance procedures for Title IX and Section 504 are available for review in the offices of each of the above-named persons, in the office of each district director and supervisor, and in the front office of each school building within the school district. Copies will be provided upon request.

**NON-DISCRIMINATION POLICY**

It is the policy of the Board that no student shall be denied educational benefits or subjected to discrimination or harassment on the basis of age, color, race, creed/religion, mental or physical disability, marital status, military status, national origin, ethnic origin, gender/sex, sexual orientation, domestic violence victim status, genetic predisposition and carrier status, weight or any other protected category. The Board also prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in an investigation of a discrimination or harassment complaint.

The North Syracuse Central School District also does not discriminate with respect to employment, including the appointment of employees, employment pay, benefits and opportunities. No person shall be denied employment or employment advancement solely because of any physical, mental or medical impairment, provided the individual is capable of performing, with or without reasonable accommodation, the essential functions of the job applied for or held.

Inquiries regarding the District's Non-Discrimination Policy should be directed to:

**Section 504 Compliance Officer:**

Sara Kees

*Special Education Director*

North Syracuse Central Schools 5355 West Taft Road

North Syracuse, NY 13212 (315) 218-21250

**Title IX, Title VI, Title VII, ADA, ADEA and  
New York Human Rights Law Compliance Officer:**

Michael Baroody

*Assistant Superintendent for Human Resources*

North Syracuse Central Schools 5355 West Taft Road

North Syracuse, New York 13212 (315) 218-2125

**SEXUAL AND OTHER FORMS OF PROHIBITED DISCRIMINATION AND HARASSMENT**

If your child believes that he or she has been subjected to prohibited discrimination or harassment, the alleged discrimination or harassment should be reported to the building principal, or if the building principal is the alleged discriminator or harasser, the school nurse. These individuals will in turn report the allegations to the District's Title IX compliance officer and the superintendent.

Additionally, if you prefer, you may report the alleged discrimination or harassment directly to the Title IX compliance officer or superintendent. Alternative lines of reporting are designated in the policy if one of these individuals is the alleged discriminator or harasser.

Upon receipt of a complaint, a prompt, thorough and impartial investigation will be conducted, including interview of all witnesses. The investigation will preserve confidentiality to the maximum practical extent,

recognizing that the thoroughness of the investigation is not to be compromised. If the investigation reveals that prohibited discrimination or harassment has occurred, appropriate sanction will be imposed according to the District's disciplinary procedures for students or employees. Additionally, to the extent the student has suffered a detriment, the District will take appropriate remedial action (e.g., provision of counseling services, opportunities to make up missed course work). If dissatisfied with the investigation or outcome, the decision may be appealed to the Board of Education.

The complete sexual and other forms of prohibited discrimination and harassment policy and procedures can be obtained from, or will be mailed to you upon request to the district's human resources office at telephone number: 218-2125, or address: *5355 West Taft Road, North Syracuse, NY 13212*. Additionally, copies may be obtained in the front office of each school building.

The Title IX compliance office is Mr. Dan Bowles, who can be contacted at the personnel office number and address above

The following district policies are included in their entirety in the electronic version of the **Elementary Student Handbook**:

1. [Acceptable Computer, Internet, E-mail and Telephone Use Policy #4201](#)
2. [Scholastic Eligibility 7 – 12 #5200](#)
3. [Athletic / Co-Curricular Code of Conduct #5311](#)
4. [Student Conduct and Discipline \(K-12\) #5311.1](#)
5. [Drug and Alcohol Policy #5440](#)
6. [Student Medication #5601](#)
7. [Sexual and Other Forms of Prohibited Discrimination and Harassment #5010.2](#)
8. [Guidelines and Procedures for Implementing Homework #4730](#)