

# SKANEATELES HIGH SCHOOL



## 2022 - 2023

## Inside Front Cover

### Bell Schedule and School Calendar

Normal Bell Schedule			2 Hour Delay Bell Schedule		
Warning Bell	7:48		Warning Bell	9:48	
1st	7:50-8:36	46 min	1st period	9:50 – 10:20	30 min
2nd	8:40-9:21	41 min	2nd period	10:24-10:50	26 min
3rd	9:25-10:06	41 min	3rd period	10:54-11:20	26 min
4th	10:10-10:51	41 min	4th period	11:24-11:50	26 min
5th (class)	10:55-11:36	41 min	5th class	11:54-12:20	26 min
5th (lunch)	10:51-11:21	30 min	5th lunch	11:50-12:20	30 min
6th (class)	11:25-12:06	41 min	6th class	12:24-12:50	26 min
6th (lunch)	11:36-12:06	30 min	6th lunch	12:20-12:50	30 min
7th	12:10-12:51	41 min	7th period	12:54-1:20	26 min
8th	12:55-1:36	41 min	8th period	1:24-1:50	26 min
9th	1:40-2:21	41 min	9th period	1:54-2:21	27 min
Activity Period	2:25-3:00	35 min	Activity Period	2:25-3:00	35 min

School Calendar	
September 1	Opening Day / Staff Development
September 5	Labor Day Holiday
September 6	Staff Development
September 7	Classes Begin
October 10	Columbus Day Holiday
November 11	Veterans' Day Holiday
November 23-25	Thanksgiving Recess
December 23-30	Christmas Recess
January 2	New Year's Day Holiday
January 16	Martin Luther King Day
February 20	Presidents' Day
February 20-24	Winter Recess
March 17	Staff Development Day
April 3-7	Spring Recess
May 29	Memorial Day Observed
June 19	Juneteenth Holiday
June 23	Last Day & Rating Day
<b>State Testing</b>	
January 24-27	Regents Exam Days
June 14-22	Regents Exam Days

## Inside Back Cover

## Counseling Center – We're here for YOU!



The Counseling Center is open every day during school hours and you are encouraged to stop in and visit often! We are here to help you develop and achieve your goals.



**\*End of Year Reminders**

**Locker Clean Out:**

Each year many items are left behind in students' lockers. We see a large amount of clothing, books, folders, calculators, cell phones and other valuable items. Please be sure to bring a box or bag to school during June "locker clean-out days" and remove **all** items from your lockers.

**Items Owed:**

If you owe lunch money, books, sports uniforms or any other item belonging to the school district, you will receive a letter requesting the return of that item.

**Back Cover**



**School Planner** (888) 228-1016  
www.schoolplanner.com  
by **mimeo** customize@schoolplanner.com

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# Skaneateles High School

## *Student Handbook 2022-2023*



We give 110% in all we do... in the classroom, on the fields,  
on the stage, in the community.

We teach, learn, coach, guide, support, lead and care  
The Laker Way, 110%.

The Laker Way is not just some of the time, it is all the time.

### **WHAT IS YOUR EXTRA TEN PERCENT?**

#### **This Agenda Belongs to**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Phone \_\_\_\_\_

#### **School Phone Numbers**

High School Office	291-2231
Nurse's Office	291-2235
Athletic Department	291-2236
Counseling Center	291-2237
Building and Grounds	291-2295 or 291-2297
Transportation	291-2270

## Internet Access

The school web page can be located at [www.skanschools.org](http://www.skanschools.org). It includes general district information as well as sports schedules and directions to athletic events.

## Mission Statement

The Mission of the Skaneateles Central School District is to provide positive and successful learning experiences for all students. The schools will also strive to provide students with the knowledge and problem-solving skills necessary to contribute and adapt to an ever-changing world. Within a caring and student-centered environment, the schools will offer a balanced educational program with high expectations to challenge and motivate each student. The school staff, students, parents, Board of Education and community share the responsibility for this mission.

## Commencement Expectations

### An **Effective Communicator**

- Conveys thoughts, feelings, ideas and information coherently in a variety of ways.
- Assesses responses and modifies communication as needed.

### An **Effective Goal Achiever**

- Sets, articulates and prioritizes goals.
- Develops, implements and assesses plans to achieve long and short term goals in a time efficient manner.

### A **Critical and Creative Thinker**

- Effectively recognizes and defines opportunities or problems.
- Accesses, retrieves and communicates required information.
- Analyzes, synthesizes and applies information using a variety of reasoning strategies.
- Applies effective problem solving and decision-making strategies.
- Engages in reflective self-assessment.

### A **Collaborative Contributor**

- Uses leadership and interpersonal skills to develop and maintain effective relationships within and between groups, working toward common goals.

### A **Quality Producer**

- Individually and collaboratively develops and assesses processes to create results which meet standards of performance.

## High School Action Plan

The high school's School Improvement Team (SIT) established the following goals for the 2018-2019 school years:

- Building Safety
- Wellness Day
- Student Services and Character Education

## High School Priorities

1. Safety
2. The Laker Way
3. Academics
4. Giving and doing for others – community service

## Alma Mater

Far above Lake Skaneateles with its waves of blue  
 Stands our dear old noble high school glorious to view  
 Lift the chorus, speed it onward loud our praises ring  
 Hail to thee O' Skaneateles hail, oh hail we sing

## Handbook Expectations

The policies and procedures contained in this handbook are the result of a concerted effort on the part of our students, faculty, and administration. This information has been carefully prepared and presented to welcome and guide you as you join the Skaneateles High School community.

The ultimate purpose of education is to help each student become an effective member of our democracy by developing the skills and knowledge needed to take on the responsibilities of good citizenship. We hope that you will take advantage of the activities and opportunities here that will prepare you to live a fulfilling life and contribute as an adult in our complex society. Remember that your success in this school will be directly proportional to your efforts.

In any school community, there are certain rules and procedures that must apply to all students. The following is a list of general rules, school policies, and procedures that should govern school behavior. It is important that you know and understand these rules.

## Academic Policies and Procedures

### **Skaneateles High School's Honor Code**

We, the students, faculty, staff, and administration of Skaneateles High School, believe that participation in our academic programs requires standards of academic integrity.

#### ***What is academic integrity?***

Academic integrity involves acting in a manner that is honest and trustworthy. By creating and protecting your own work, you can be proud of yourself and your accomplishments. Academic integrity includes:

- Acknowledging the work of others
- Doing your own work
- Staying away from any situations that are dishonest
- Protecting yourself with common sense

## Academic Policies and Procedures

### ***Why should I be concerned with academic integrity?***

The pressures and demands of being a high school student can be intense. In addition to the heavy course loads, many students are involved in after school activities that involve significant amounts of time, including music, sports, jobs, and other after school commitments or interests. These may limit the amount of time students have to prepare for their classes. Also, students may not recognize the value of certain assignments and regard them as “busy work” and of lesser importance. Students looking for shortcuts may be tempted to cheat or deceive. All students will experience situations in which cheating appears to be the easy way out. However, any violation of this honor code will result in serious academic consequences and/or disciplinary action.

### ***How does the issue of academic integrity fit with the mission of the Skaneateles Central School District?***

The mission of the District is to “strive to provide students with the knowledge and problem-solving skills necessary to contribute and adapt to an ever-changing world.” Students should be exposed to and educated about the expectations of academic integrity as part of their educational experience at SCS.

### ***What types of actions and behaviors constitute academic dishonesty?***

While not an all-inclusive list, the definitions and examples below are some basic types of unacceptable behavior.

#### ***Cheating:***

- Using notes, study aids, electronic devices, or information on exams, tests, quizzes, labs or other assessments without permission from the instructor
- Changing a graded work after it has been returned then turning it back in to be regraded
- Allowing another person to do your work and handing that work in under your own name
- Turning in identical or similar papers for credit in more than one class without permission from the instructors

#### ***Examples:***

- Looking at another student’s test/quiz to get answers
- Changing a scantron answer sheet after it has been returned and resubmitting that answer sheet as an erasure error
- Copying someone’s homework for a class and presenting it as your own
- Using saved information on a graphing calculator to help you take a test/quiz

#### ***Obtaining an unfair advantage:***

- Collaborating on an academic assignment without permission
- Stealing, possessing, retaining or circulating exams, quizzes, questions on exams or other examination material prior to the exam/quiz
- Purposefully creating or obtaining an unfair advantage over other students

#### ***Examples:***

- Making small changes to a group work that makes it appear to be an individual effort



## Academic Policies and Procedures

- Using substantial portions of a sibling's old report for your own
- Asking students in a morning class what is on a test for your afternoon class
- Using materials from a former student to gain advantage in the same class you are currently taking
- Asking a student taking the same class as you for help on a homework question, having that student solve the problem for you and then representing it as your own work
- Writing a conclusion for a lab report with other students when you are supposed to write it on your own

### ***Plagiarism:***

- Handing in material that is partially or completely not your own work without giving credit to the author or correct source

### Examples:

- Submitting purchased written work as your own
- Downloading parts or whole work off the Internet and submitting it as your own

### ***Fabrication and Falsification:***

- Falsifying or inventing any information, data, or citation
- Forging signatures of authorization
- Changing grades or altering documents which affect your academic standing

### Examples:

- Forging a note of permission for any school related function
- Creating false books, web sites or other resources which you use as a source you cite in a document

### ***Assisting in Academic Dishonesty:***

- Providing other students with materials, information, or assistance with knowledge that such use violates conditions of academic integrity
- Lying about any investigation regarding academic integrity

### Examples:

- Telling a friend in a later class what material is on a test/quiz
- Providing a student with graded materials from a class you have previously taken

### **What are the consequences of engaging in academic dishonesty at Skaneateles High School?**

The following procedures will be implemented. Administrators and staff will collaborate to determine the range of consequences for individual situations. All documented offenses will be cumulative throughout a student's high school career. Consequences may include a range of any and all penalties cited below.

#### ***First Offense:***

- Office referral for disciplinary action.
- Contact made with person(s) in parental relationship.
- Work in question or portion of it may receive a zero.
- Conference with student, teacher, and counselor may be scheduled.

## Academic Policies and Procedures

- Detention may be assigned (range of 1 to 5 activity periods).
- Counseling may be recommended.
- Information forwarded to the student's disciplinary file.

### **Second Offense:**

- Office referral for disciplinary action.
- Contact made with person(s) in parental relationship.
- Work in question or portion of it may receive a zero.
- Conference with student, teacher, person(s) in parental relationship, counselor, and administrator.
- In-school suspension may be assigned (range of 1 to 5 days).
- Counseling may be recommended.
- Advisors/coaches of activities to which student belongs notified; appropriate action may be taken in accordance with the school's and organizations' codes of conduct.
- Information forwarded to the student's disciplinary file.

### **Third Offense:**

- Office referral for disciplinary action.
- Contact made with person(s) in parental relationship.
- Work in question or portion of it may receive a zero.
- Conference with student, teacher, person(s) in parental relationship, counselor, and administrator.
- Out-of-school suspension may be assigned (range of 1 to 5 days).
- Counseling may be recommended.
- Advisors/coaches of activities to which student belongs notified; appropriate action may be taken in accordance with the school's and organizations' codes of conduct.
- Information forwarded to the student's disciplinary file.

### **Beyond Third Offense:**

- Office referral for disciplinary action.
- Contact made with person(s) in parental relationship.
- Work in question or portion of it may receive a zero.
- Conference with student, teacher, person(s) in parental relationship, counselor and administrator.
- Out-of-school suspension may be assigned (range of 1 to 5 days).
- Counseling may be recommended.
- Advisors/coaches of activities to which student belongs notified appropriate action may be taken in accordance with the school's and organizations' codes of conduct.
- Superintendent's hearing may be recommended.
- Information forwarded to the student's disciplinary file.

### **Works Consulted**

"Definitions of Academic Dishonesty"

## Academic Policies and Procedures

[www.northwestern.edu/uacc/defines.html](http://www.northwestern.edu/uacc/defines.html)

"West Springfield High School Honor Code"

[www.wshs.fcps.k12.va.us/info/hcode.htm](http://www.wshs.fcps.k12.va.us/info/hcode.htm)

\*The Honor Code is subject to annual review as per District policy.

**Minimum Course Load** – Students at Skaneateles Central are required to carry five (5) courses (reflecting 5 units of credit) plus physical education. Exceptions will be considered for students with serious extenuating circumstances (e.g., health conditions, personal or family welfare, etc.).

**Schedule Changes** – Students may add a course within the first ten days of the commencement of the course if space is available. A student will be permitted to drop a course without academic penalty during the first marking period (ten weeks) of the course. That is, for a first semester course or a full year course, the deadline for dropping such course would be the last day of the first marking period. For a second semester course, the deadline for dropping a course would be the last day of the third marking period. The letters "DRP" will appear on the permanent record. If extenuating circumstances warrant such, the Principal may approve the dropping of a course without a failing grade.

Schedule adjustments will not be made to accommodate "out of school" commitments, for example, music/athletic lessons, tutoring, etc.

**Physical Education** – Physical Education is required for all pupils unless they are excused on the basis of recommendation by qualified medical authorities. One-half unit of credit will be granted for successful completion of the course.

**College Courses** – Students interested in taking a college course during the school year or during the summer and who wish to apply the course credit to meet high school graduation requirements must receive approval prior to enrolling in the course.

**Extra-curricular Club Release** – Student participation in an extra-curricular function that occurs during the regular school day is at the discretion of the administration. Both academic and behavioral records will be taken into account.

**Senior Work Release** – If a senior's schedule meets the necessary graduation requirements and he/she has verifiable employment (does not include home chores), which requires early dismissal, then he/she may request to carry only four (4) courses in addition to physical education. Work release applications are available in the Guidance Office.

**Senior Study Hall Eligibility** – Seniors failing two or more courses after any marking period will be assigned to an underclassman study hall. The next marking period will determine eligibility to move back into a senior study hall.

**Grade Level Promotion** – High School students must have a cumulative total following minimum credits each year in order to be promoted to the next grade. (Includes .5 credits for physical education each year.)

### Class of 2023, 2024, 2025 and 2026

Sophomore: 5.5 Units of Credit

Junior: 11.0 Units of Credit

Senior: 16.5 Units of Credit

\*Summer School credit will be applied accordingly

**Report Cards/Grades** – There are four marking periods during the school year. The minimum passing grade is 65. Report cards are distributed to students at the

## Academic Policies and Procedures

end of each marking period. Interim reports may be sent home mid-way through each marking period if a deficiency is present or if substantial progress has occurred following a previous deficiency.

For the **2022-2023** school year, the marking period ends on the following dates:

November 11, 2022

January 27, 2023

April 14, 2023

June 23, 2023

**Please see the "Program of Studies" on the school website for information regarding final averages.**

The activity period is available for students to receive extra help from teachers. Students who are failing two or more subjects at the end of a marking period should meet with the teachers of those failing subjects to determine a plan to improve the failing grade.

**Honor roll** is computed for each of the four marking periods. When combining the courses for honor roll determination we do not round.

**High Honor Roll:** The average for all subjects taken is at least 90% or above.

**Honor Roll:** The average for all subjects taken is at least 85%.

**NOTE:**

- 1) Students with one or more incomplete will not be eligible for the honor roll that marking period until the incomplete is resolved.
- 2) Although Physical Education is not included in the average for honor roll, a failing grade in this subject will exclude the student from the honor roll.

**National Honor Society** – Our local chapter is affiliated with the National Honor Society, which was founded in 1921 by the National Association of Secondary School Principals to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in secondary school students.

All students in grades 11 and 12 who meet the scholarship requirement are considered as candidates for membership in the Society. Grades are computed after the first marking period of Grade 11 and first marking period of Grade 12 for seniors. Students must have an academic average of 90 or above. We do not round for academic eligibility.

If a student meets the scholarship criterion, they are invited to be considered for acceptance and must complete an Information Form. The Information Form addresses the three other criterions – leadership, service, and character. A self-assessment essay is included. Emphasis is placed on quality versus quantity. Guidelines established by the National Chapter (available for review) to help define leadership, service, and character are employed as part of the selection process. A faculty council reviews completed information forms, consults staff, and reviews disciplinary records, etc. as part of the selection process.

Continuing membership in the Society is contingent upon maintaining the required academic average, a record of good citizenship, and regular attendance at the meetings.

## Academic Policies and Procedures

**AP Policy:** Students enrolled in AP courses are required to take the corresponding AP exam in order to have the AP course designation on their transcript. AP exam registration must be completed online by October 31st. If AP registration is not completed by the deadline or if a student does not take the AP exam for a course, the course title will be changed to Advanced Topics. If paying the AP exam fee is a financial hardship for a family, the parent or student should contact the Counseling Office prior to the registration deadline.

**Incomplete:** When a student is awarded an Incomplete for a marking period grade, the student and teacher will utilize an "Incomplete Form" in order to set expectations for assignments that need to be turned in. This form acts as a contract and will be signed by the student, teacher, parent and counselor, and each will receive a copy. Students have two weeks from the end of the marking period to make up the missing assignments. At that time, a final grade will be calculated. In extenuating circumstances, students may have additional time to make up assignments at the discretion of the teacher or administrator.

**Dropping a Course:** Students are able to drop a course in the first two weeks of the marking period with written permission from a parent/guardian. After the first two weeks, students must obtain a "drop form" from the Counseling Center, which will need to be signed by the student, teacher and a parent. Once all signatures have been obtained, the student must return the completed form to the Counseling Center, and the course will be dropped. Students will not be allowed to drop a course if it puts them below the minimum course requirement, which is 5.5 credits (5 courses plus physical education).

## Code Of Conduct On School Property And At School Functions

The purpose of the Skaneateles School District Code of Conduct is to ensure that our school environment is one in which every student, staff, community member and visitor can feel safe and secure. As valued members of this educational community, we all share in the responsibility of fostering a safe and respectful environment in which teaching and learning are paramount. While encouraging a positive atmosphere that's conducive to learning, we must also enforce the safety and protection of our students and staff. We must therefore ensure that everyone in our school community is treated with dignity and respect.

The Skaneateles District has developed, and will continue to amend as needed, a written code of conduct for the maintenance of order on school property, including school functions both on and off school property. For purposes of this policy, "school property" shall mean in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line or a public elementary or secondary school; or in or on a school bus, as defined in section one hundred forty-two of the vehicle and traffic law. A school function is defined as a school-sponsored activity or athletic event, whether on school property or not.

### **I. Students' Bill of Rights and Responsibilities**

1. Students of the Skaneateles Central School District have the right to a free, appropriate public education. In addition, students have all other rights afforded to students under the provisions of the Federal and State

## Code Of Conduct On School Property And At School Functions

constitutions and the laws of the State of New York. Athletic and co-curricular participation is not a right but a privilege of participation. Students participating in or wanting to participate in interscholastic sports shall be subject to the athletic code.

2. Students of the Skaneateles Central School District have the responsibility to attend school as prescribed by New York State law. While in school, a student shall not act in a manner which invades the rights of others or which causes disorder and disrupts the educational process.

### **II. Appropriate & Acceptable Conduct, Language & Dress**

1. Students are expected to demonstrate respect for themselves, others, their school, their community and the law. They are also expected to demonstrate honesty, tolerance, personal responsibility, courtesy and dignity. They are expected to comply with the directives of those in authority. Language should be appropriate to the situation and designed to communicate without intimidation, vulgarity or obscenity. Students should dress in a safe, appropriate and modest manner.

### **III. Inappropriate & Unacceptable Conduct, Language & Dress**

1. The following conduct, language and dress is prohibited:
  - a. **Substance use/abuse**
    - 1) Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including buildings or grounds) or on a bus going to or from a school function or at any school-sponsored function on or off school premises.
    - 2) "Alcoholic beverages" shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
    - 3) The use, possession, sale or gift of any drug or controlled substance, including marijuana, or any substance that is believed by student to be a drug or controlled substance, or any instruments for the use of such substances such as a pipe, syringe or other paraphernalia, while on school premises (buildings or grounds) or on a bus going to or from a school function or at any school-sponsored function on or off school premises. Excepted is any drug taken in accordance with the school's policy on medication.
    - 4) Possession or use of a cigarette(s), cigar, pipe, electronic cigarette, or chewing / smokeless tobacco on school premises (including buildings or grounds) or on a bus going to or from a school function or at any school-sponsored function on or off school premises.
    - 5) Use of any substance not meant for human consumption that a student ingests, smokes, inhales or injects which is known by school administration to be commonly used for the purpose of changing a person's mood and or physical feeling ("getting high or buzzed").

## Code Of Conduct On School Property And At School Functions

### **b. Verbal or physical violence or intimidation, including possession of instruments of violence**

- 1) Possession or use of firearms or destructive devices.

The term "firearm" shall mean any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

The term "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph.

A "destructive device" shall also mean any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

- 2) Possession or use of knives or other weapons. A "weapon" shall mean any device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of causing death or serious injury [18 U.S.C. § 930 (g) (w)].
- 3) Fighting or causing physical harm to another.
- 4) Verbal or physical violence, threats or intimidation (including hazing and Cyberbullying).

### **c. Disruption of a safe and orderly environment**

- 1) Vandalism; misuse or destruction of property.
- 2) Littering.
- 3) Loitering.
- 4) Reckless driving, parking in a place not designated for student parking, driving at excessive speed on school property.
- 5) Gambling (except for school-sponsored lotteries, etc...).
- 6) Any willful act, which disrupts the normal operation of the school community.

**d. Off Campus Speech** The school may take disciplinary action pursuant to this Code of Conduct against students for "off-campus speech," which causes or threatens to cause a material or substantial disruption in the school. Speech can include traditional speech, or electronic speech such as e-mail messages, blogs, website postings, social networking sites including but not limited to Facebook, YouTube, MySpace, instant messages, text messages, digital pictures or images.

## Code Of Conduct On School Property And At School Functions

### e. Disobedience or disrespect

- 1) Failure to comply with the directions of a teacher, administrator or other school employee.
- 2) Disrespect toward or aggressive arguing with a staff member.
- 3) Failure to comply with a class, school or district rule or regulation.
- 4) No students shall harass, bully, or discriminate against others. "Harassment" and "Bullying" shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including Cyberbullying, that (A) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or [conduct, verbal threats, intimidation or abuse that] (B) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (C) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (D) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not limited to, those acts based on a person's actual or perceived race, protective hairstyles, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation, or abuse" shall include verbal and nonverbal actions. Cyberbullying shall mean harassment or bullying where such harassment or bullying occurs through any form of electronic communication. (New York Senate. *Bill –S7740*)

### f. Acts of dishonesty

- 1) Lying.
- 2) Cheating, plagiarism or other acts of academic dishonesty.
- 3) Stealing.

### g. Inappropriate and offensive behavior

Engaging in acts of sexual harassment as defined in the district's sexual harassment policy, including inappropriate displays of affection, and 'sexting'. "Sexting is defined as the sending, receiving, or possession of sexually explicit messages, photographs, or images by electronic devices. "Electronic devices" means a privately owned device that is used for voice, audio, video, or text communication or any other type of computer or computer-like instrument which includes, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another."

- 1) Using, in either words, clothing or signs; profane, lewd, vulgar, abusive language or words, which may incite or offend another person.



## Code Of Conduct On School Property And At School Functions

- 2) Selling, using, possessing or distributing inappropriate material.
- 3) Harassment, discrimination or hate speech based on a person's actual or perceived race, protective hairstyles, color, weight, height, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
  - a) "Cyberbullying," which includes, but is not limited to, the following misuses of electronic devices: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic speech such as e-mail messages, blogs, website postings, social networking sites including but not limited to Facebook, YouTube, MySpace, instant messages, text messages, digital pictures or images.

### **h. Tardiness and illegal absences**

- 1) Lateness for, missing or leaving school or class without permission or an excuse given by a faculty member.

### **i. Inappropriate dress**

- 1) Underwear or sleepwear as outerwear
- 2) Sexually provocative clothing.
- 3) Gang related dress or accessories.
- 4) Clothing that is dangerous, indecent, unhealthy, or distracting.

## **IV. Range of Penalties**

1. The range of penalties, which may be imposed for inappropriate and unacceptable conduct, dress or language as set forth in the above section is as follows:
  - a. Verbal warning;
  - b. Written warning;
  - c. Written notification to parent;
  - d. Reprimand;
  - e. Detention;
  - f. Extended school day detention;
  - g. In-school suspension;
  - h. Suspension from transportation;
  - i. Suspension from athletic participation, social or extracurricular activities, or other privileges;
  - j. Exclusion from a particular class; or
  - k. Suspension from (upon) instruction (out of school)

## **V. Policies/Procedures for Investigation**

1. The administration shall be in charge of any investigation related to discipline matters.
2. Search Policies/Procedures.
  - a) **Lockers and other school property** – It shall be the district's policy that school lockers, desks, storage areas and other property owned by the

## Code Of Conduct On School Property And At School Functions

district are the property of the school district and are used by the students as a privilege. Therefore, students have no expectation of privacy in school property, and the school reserves the right to inspect school property by any means at any time for any reason.

- b) Student Automobiles** – It shall be the district policy that it is a privilege for students to drive to school and park on school property. Therefore, the district reserves the right to request parents and students to sign a consent from authorizing the district to randomly inspect the interior of the student vehicle when it is on school property, before granting parking privileges.
- c) Use of Alcohol or other Drug Sensing Devices** – It shall be the district's policy that alcohol-sensing devices may be used to confirm the suspicion of consumption of alcohol, especially at extracurricular activities.

### **VI. Imposition of Penalties**

(see appendix I for chart of recommended penalties for specific violations)

1. The type and extent of punishment for violations of the student code of conduct beyond teacher removal shall be determined by the building principal or superintendent. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous progressive disciplinary record of the student.

Administrative Guidelines – School Code of Conduct Penalties					
Conduct	First Offense			Repeated Offense	
	Minimum	Maximum	Minimum	Maximum	Maximum
Alcohol Use/Abuse*	5 day out of school suspension (can be reduced if student admits defense), alcohol evaluation recommended	5 day out of school suspension, superintendent's hearing, alcohol evaluation recommended	5 day out of school suspension with possible superintendent's hearing, alcohol evaluation recommended	5 day out of school suspension with possible superintendent's hearing, alcohol evaluation recommended	5 day out of school suspension with superintendent's hearing
Drug Use/Abuse/ Possession*	5 day out of school suspension with Superintendent's hearing, drug evaluation recommended				
Vaping Possession or Use	3 day out of school suspension	Superintendent's hearing	5 day out of school suspension with superintendent's hearing		
Tobacco Possession or Use*	1 day in school suspension	1 day out of school suspension	2 day out of school suspension		
Firearms*	Any Offense - 5 day out of school suspension. Superintendent's hearing with minimum year long suspension (per law and regulation)				
Knives, other weapons*	Any - 5 day out of school suspension with Superintendent's hearing				

\*Also indicates penalties as listed in Athletic/Extracurricular Code.  
 † If a violation is also against the law, school officials may notify appropriate law enforcement officials. Repeated serious violations in several areas may lead to a Superintendent Hearing and possible permanent suspension.  
 ‡ For additional prohibited student conduct information, please refer to online.

**Administrative Guidelines – School Code of Conduct Penalties**

Conduct	First Offense		Repeated Offense	
	Minimum	Maximum	Minimum	Maximum
Fighting* Violence*	3 day out of school suspension, with possible superintendent hearing counseling recommended	5 day out of school suspension, with possible superintendent hearing counseling recommended	5 day out of school suspension, with possible superintendent hearing counseling recommended	5 day out of school suspension, with superintendent hearing
Harassment (verbal or physical intimidation) and Discrimination Cyberbullying	Detention	3 day out of school suspension	Detention or 1 day in school suspension, counseling recommended	5 day out of school suspension, counseling recommended
Vandalism*	1 day in school suspension	5 day out of school suspension	1 day in school suspension	5 day out of school suspension, superintendent's hearing
Littering	Verbal warning and/or detention	Detention and/or 1 day in school suspension	Detention and/or 1 day in school suspension	Detention and/or 1 day in school suspension
Acts of Dishonesty†	Will follow procedures on academic dishonesty		1 day in school suspension	5 day out of school suspension, Superintendent's hearing

\*Also indicates penalties as listed in Athletic/Extracurricular Code.  
 † If a violation is also against the law, school officials may notify appropriate law enforcement officials. Repeated serious violations in several areas may lead to a Superintendent Hearing and possible permanent suspension.  
 ‡ For additional prohibited student conduct information, please refer to online.

Administrative Guidelines – Possible Penalties for Policy on School Conduct and Discipline					
Conduct	First Offense			Repeated Offense	
	Minimum	Maximum	Minimum	Maximum	Maximum
Stealing	Verbal warning, restitution	5 day out of school suspension, restitution	1 day in school suspension, restitution	1 day in school suspension, restitution, superintendent hearing	5 day out of school suspension, restitution, superintendent hearing
Sexual Harassment (including sexting)	Written notice, conference, counseling recommended	5 day out of school suspension, counseling recommended	1 day in-school suspension of 1 day out of school suspension	1 day in-school suspension of 1 day out of school suspension	5 day out of school suspension, Superintendent's hearing
Offensive or inappropriate Language, Material or Clothing*	Verbal warning	5 day out of school suspension, counseling recommended	1 day in school suspension	1 day in school suspension	5 day out of school suspension, Superintendent's hearing
Illegal Tardiness*	Verbal warning/detention	In school suspension	Detentions	In school suspension	In school suspension
Loitering	Verbal warning	If trespassing, call police	Written notice, reprimand	Written notice, reprimand	If trespassing, call police
Vehicle Violations	Verbal warning and/or temporary suspension of driving privileges	Loss of driving privileges/and or 1 day in school suspension	Temporary suspension of driving privileges and/or 1 day in school suspension	Temporary suspension of driving privileges and/or 1 day in school suspension	Loss of driving privileges and/or 5 day school suspension
Willful Acts of Disruption	Detention and/or 1 day in school suspension	5 day out of school suspension	1 day in school suspension	1 day in school suspension	5 day out of school suspension, Superintendent's hearing
Insubordination Failure to Obey	Verbal warning/detention	5 day out of school suspension	1 day in school suspension	1 day in school suspension	5 day out of school suspension, Superintendent's Hearing
Disrespect	Verbal warning	5 day out of school suspension	1 day in school suspension	1 day in school suspension	5 day out of school suspension, Superintendent's Hearing

\*Also indicates penalties as listed in Athletic/Extracurricular Code. If a violation is also against the law, school officials may notify appropriate law enforcement officials. Repeated serious violations in several areas may lead to a Superintendent Hearing and possible permanent suspension.

† For additional prohibited student conduct information, please refer to online.

## Glossary and Legal Rulings

**Alcoholic beverages** – shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.

**Cyberbullying** – includes, but is not limited to, the following misuses of electronic devices: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic speech such as e-mail messages, blogs, website postings, social networking sites including but not limited to Facebook, YouTube, MySpace, instant messages, text messages, digital pictures or images

**Destructive Device** – means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph.

**Destructive Device** – shall also mean any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

**Electronic Device** – means a privately owned device that is used for voice, audio, video, or text communication or any other type of computer or computer-like instrument which includes, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

**Firearm** – shall mean any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

**Harassment and Discrimination** – shall mean the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, protective hairstyles, color, weight, height, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex."

**Off Campus Speech** – the school may take disciplinary action pursuant to this Code of Conduct against students for off-campus speech, which causes or threatens to cause a material or substantial disruption in the school. Speech can include traditional speech, or electronic speech such as e-mail messages, blogs, website postings, social networking sites including but not limited to Facebook, YouTube, MySpace, instant messages, text messages, digital pictures or images.

## Glossary and Legal Rulings

**School Property** – shall mean in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus, as defined in section one hundred forty-two of the vehicle and traffic law. School Function is defined as a school-sponsored activity or athletic event, whether on school property or not.

**Sexting** – defined as the sending, receiving, or possession of sexually explicit messages, photographs, or images by electronic devices.

**Weapon** – shall mean any device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of causing death or serious injury [18 U.S.C. § 930 (g) (w)].

## Hazing Policy and Penalties

The act of hazing is forbidden in the Skaneateles School District. Hazing is any act committed by a student, whether individually or in concert with others, against any other student in connection with being initiated into or being affiliated with any organization in the Skaneateles School District, the intention or result of which is to humiliate, intimidate, demean or embarrass that student or which causes harm, goes against the student's beliefs, values or self-respect, or goes against school rules.

The ban on hazing is not meant to preclude team-building activities, which are not harmful to individual students or groups of students.

## Dignity for All Students Act

The Skaneateles School District follows the Dignity For All Students New York State legislature as indicated in the Code of Conduct and district Policies 1940: Dignity For All Students Act, Policy 1945: Civility, Citizenship and Character/ Interpersonal Violence Prevention Education, and Policy 7410A: Guidelines for the Establishment of the Code of Conduct on School Property and at School Functions. This includes New York State Senate Bill S7740.

Policies in their entirety are available on the school district website.

## Grievance Procedure for Anti-Harassment and Anti-Discrimination (Title IX, Section 504 Grievance Policy)

The Skaneateles Central School District ("District") is committed to creating and maintaining a working and learning environment which is free of discrimination, harassment and intimidation as required by federal and state law and the District's policies. The District strictly prohibits communication (verbal, (oral/ written) or graphic) and/or physical conduct that constitutes harassment or

## Grievance Procedure for Anti-Harassment and Anti-Discrimination (Title IX, Section 504 Grievance Policy)

discrimination based on an individual's actual or perceived race, protective hairstyles, color, creed, religion, national origin, political affiliation, sex, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality or asexuality, whether actual or perceived), age, marital status, military status, veteran status, weight, ethnic group, religious practice, gender (including identity and expression), or disability.

The District also prohibits discrimination, harassment and intimidation based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes. This policy of non-discrimination and anti-harassment will be enforced on all District premises, including buildings and grounds, and at all school- sponsored events, athletics, programs and activities, including those that take place at locations off school premises.

It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; and employees/students with vendors/contractors and other school visitors, volunteers, guests or third parties on school grounds, at school sponsored events and activities, or engaging in activities subject to the supervision and control of the District.

Claims of Harassment or Discrimination should be sent to:

Section 504/ADA Compliance Officer: Vicky Powers  
49 East Elizabeth Street, Skaneateles, NY 13152  
vpowers@skanschools.org Ph: 315-291-2210

## Extracurricular Eligibility

Students are encouraged to participate in extracurricular activities. There are a variety of clubs, organizations, athletic teams, etc., that allows students to interact with one another while working toward a common goal. These extra learning opportunities help the student achieve a total education.

Student participation in an extracurricular function that occurs during the regular school day is at the discretion of the administration. Both academic and behavioral records will be taken into account.

A student who is absent or who has been suspended either in school or out of school may not participate in or attend any school function that day or evening. Attendance on Friday is necessary for participation in a weekend school activity.

A student who is tardy prior to 10:00 AM may be allowed to participate in after-school or evening school functions if permission is obtained from the Principal or Assistant Principal. Tardiness later than 10:00 AM generally precludes such participation. Repeated cases of tardiness will result in ineligibility in each case.



## Extracurricular Activities and Organizations

Art Club	National Art Honor Society
Book Club	National Honor Society
Clay Target Club	Odyssey of the Mind
Comet Yearbook Club	SADD (Students Against Destructive Decisions)
DECA	Service Club
Drama Club	Student Athletic Council
Environmental Club / Envirothon	SGO (Student Government Organization)
Film Club	Skan-GSA
Handbell Choir	Ski Club
International Thespian Club	Solar Panel Club
Jazz Ensemble	The Laker Writing Club
Junior Classical League	Tri-M Music Honor Society
Madrigal Choir	Voice Box (A Capella)
Masterminds	Women in STEM
Mentoring Program	Women's Chamber Choir
Model U.N.	Yoga Nidra Club

## Athletics

### FALL

- Varsity Football, Modified Football (7-9)
- Varsity and Junior Varsity Boys and Girls Soccer
- Varsity Boys and Girls Cross Country
- Varsity Girls Tennis, Modified Girls Tennis (7-9)
- Varsity Girls Swimming and Diving
- Varsity and Junior Varsity Girls Volleyball
- Varsity Boys Golf

### WINTER

- Freshmen Boys Basketball
- Varsity and Junior Varsity Boys and Girls Basketball
- Varsity Boys and Girls Ice Hockey
- Varsity Boys and Girls Indoor Track

### SPRING

- Varsity and Junior Varsity Boys and Girls Lacrosse
- Varsity and Junior Varsity Baseball
- Varsity Softball, Modified Softball (7-9)
- Varsity Boys and Girls Track & Field
- Varsity Girls Golf
- Varsity Boys Tennis

## Athletic Code of Conduct

### **Athletic Code of Conduct**

Students who choose to be involved in school-sponsored athletics undertake a responsibility to the school and to the other members of their team. As a member

## Athletic Code of Conduct

of that team they represent not only themselves and their families, but their team and their school as a whole. Their behavior directly affects others and the performance of the group as a whole. Therefore it is in the best interest of the student and the school to hold such students to a higher standard of conduct, even during after school hours.

These standards are in the areas of training, sportsmanship, citizenship and academics. The goal of this policy is the protection and the well being of students.

Parents and students are to become familiar with the provisions of this code and will sign a statement that they have done so and that students will adhere to the code.

School officials are vigilant in attempting to fairly and comprehensively administer this code. However, when incidents are alleged to happen outside of school, it is necessary for school officials to have clear evidence of misconduct before they can impose penalties.

### **Application of this Code:**

The following prohibitions and penalties deal with students involved in athletics and pertain to the entire sports season; provided, however, that a student athlete may be disciplined for out-of-season conduct that (1) is a criminal offense, or (2) causes such adverse notoriety and is of such nature that it has, in the judgment of the District, the potential to negatively impact the educational program and, unless addressed, to create the impression among other students that it is condoned by the District. In either of these events, the administration may impose such penalty as it deems appropriate under the circumstances.

### **1. Prohibited behaviors**

#### **a. Training Standards**

- 1) Consuming an alcoholic beverage at any time on or off campus except in a religious context. Alcoholic beverages shall mean and include but not be limited to alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
- 2) The use, possession, sale, or gift of any controlled substance including marijuana, or any instruments for the use of such substances such as a pipe, syringe or paraphernalia at any time. Excepted is any drug taken in accordance with the school's policy on medications.
- 3) Smoking a cigarette, cigar or pipe, or using chewing or smokeless tobacco at any time.
- 4) Supplying alcohol or drugs to an individual under the age of 21, or hosting a party at the student's home or elsewhere in which alcohol or drugs are used.
- 5) Attendance at a party or gathering where alcohol or drugs are being illegally consumed: If a student-athlete attends a party where alcohol or drugs are being illegally dispensed, the student-athlete is expected to act responsibly by leaving **immediately**.

**Note:** *Athletes should encourage as many classmates as possible to leave with them.*

"Attendance" at such parties is a show of support for this type of behavior. If a student athlete is found to be in "attendance" at such a gathering, the student athlete will be subject to the "Range of Penalties" found in Part 2(a) of this Code.

## Athletic Code of Conduct

The intent of the "attendance at a party" is not to deny participation with adult family members at gatherings such as weddings, anniversaries or other family events.

- 6) For those student athletes who are determined to have organized, facilitated, promoted, or hosted any gathering or social event where alcohol or drugs were known to be available or used, Administration reserves the right to impose additional consequences. The minimum consequence imposed will be a doubling of the penalty.

### b. Citizenship Standards

- 1) Any act of fighting or violence, including those not covered by NYSPHSAA Section III rules.
- 2) Any act of vandalism.
- 3) Any act of criminal or illegal behavior.
- 4) Any act of hazing.

### c. Sportsmanship Standards

- 1) Failure to adhere to the Universal Sportsmanship Standards, which include, but are not limited to:
  - Showing respect for the opponent at all times.
  - Accept the responsibility and privilege of representing your school and community as a student athlete.
  - **Showing respect for the officials at all times.** Sportsmanship implies the willingness to accept and abide by the decisions of the officials.
  - **Showing respect for the coaches at all times.** Sportsmanship implies the willingness to comply with the reasonable directions of the coach.
  - **Knowing, understanding and appreciating the rules of the contest.** Sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
  - **Maintaining self-control at all times.** Play fair; accept defeat without complaint and victory without boasting.
- 2) Each coach can devise additional rules governing participation in the particular sport, and penalties for failure to comply with those rules, or with the coach's directions. These rules may not address the same areas already addressed by the Athletic Code, but may be additional reasonable rules. The Athletic Director will approve these rules prior to distribution to students.
- 3) A student may not quit a team during a sports season for the purpose of joining another team that season. Exceptions to this rule require the agreement of the two coaches, the student, the parent and the Athletic Director.

### d. Academic Standards

- 1) Failing two or more courses in a marking period.

## 2. Range of Penalties

- a. **Training Standards** (applicable throughout the student's Middle School and High School career, with prior offenses expunged at the beginning

## Athletic Code of Conduct

of grade 9; cumulative throughout a student's high school career. If the penalty spans more than one sports season, the length of the suspension will be prorated to the number of games in each of the sports.)

- 1) First training offense – The student will be suspended for 25% of the games in the regular season. The administrator will have the option of reducing the penalty by up to two (2) games in isolated circumstances. If the infraction occurs during school or at a school-sponsored function in which penalties from the School Code of Conduct are imposed, the Athletic Code penalties will begin after the school penalties are over. The student must complete a school-approved drug/alcohol evaluation program.
- 2) Second overall offense – The student will be suspended for the remainder of the sport season or two (2) months, whichever is longer. If the season ends during the suspension, the suspension will resume on the date of the first contest of the athlete's next sport season. He/She must complete a school- approved drug/alcohol evaluation program or other related program.
- 3) Third overall offense – The student will be suspended from any sport for one calendar year. He/She must complete a school- approved drug/alcohol evaluation program or other related program.
- 4) Fourth overall offense – The student will be suspended from participation in any high school athletic program for the remainder of his/her enrollment in Skaneateles High School or other related program.

### b. Citizenship Standards, Sportsmanship Standards

Offense*	Minimum**	Maximum
First	Warning	Suspension for Calendar Year
Repeat*	One Game Suspension	Suspension from All Sports Activities

- 1) If fighting during a contest, there are NYSPHSAA Section III rules that govern minimum penalties. A student may be subject to both NYSPHSAA and school penalties. Penalties will run consecutively rather than concurrently. \*see above #2, #3, and #4 regarding repeated offenses in any area. Offenses involving notoriety or criminal activity may result in more serious consequences. \*\*A coach may directly impose other penalties for minor violations as stated in his/her approved rules.

### c. Academic Standards

A student who is failing two courses at the end of a marking period will be placed on academic probation.

Academic Probation requires a student to perform satisfactorily on the following for each class she/he is failing: consistently arriving on time to class; turning in all homework and class work; participating appropriately in class; and seeking extra help when appropriate (e.g., after school, study hall, tutoring.)

## Athletic Code of Conduct

Students will be given an academic probation sheet as soon as failures have been identified at the end of each marking period. Students must return sheets weekly by the date identified on the sheet. Failure to turn in sheets will result in an automatic mark of unsatisfactory. The athletic director will notify coaches and parents if the student is not eligible to participate in athletics for the upcoming week.

### **3. Procedures to be used when there is a suspected violation of this section**

#### **a. Training Standards, Citizenship Standards, Sportsmanship Standards**

- 1) Suspected violations will be reported to the Athletic Director, who will investigate the report and make a determination.
- 2) The student and person(s) in parental relationship to the student will be informed in writing of the violation and proposed penalty.
- 3) The students and/or person(s) in parental relationship may request a meeting with the Athletic Director, Principal and/or Coach to clarify and discuss the basis on which the violation was found and the penalty which is being considered.
- 4) If unsatisfied, the student and/or person(s) in parental relationship may appeal to the Superintendent of Schools.
- 5) If unsatisfied the student and/or person in parental relationship may appeal to the Board of Education.

#### **b. Academic Standards**

- 1) The Athletic Director will monitor athletic teams and inform coaches in writing of the status of their players each marking period.
- 2) The Athletic Director will inform students in writing of changes in their eligibility status each marking period.

## Sportsmanship

Good sportsmanship – both on the playing field and on the sidelines has long been a commendable trait of Skaneateles Central School pupils. In this respect, we have come to consider basic practices as essential parts of our traditions.

- Our sportsmanship includes firm and lasting support for our players.
- Respect for the skill and competence of our opponents. We recognize and applaud positive and desirable exploits; but booing, attempts to distract players during crucial moments such as foul shooting or kicking extra points, and comments on the appearance or personality of individuals (Including players and officials) have no place in our activities.
- No persons except those in uniform and those otherwise officially representing the squad are to be on the playing field during the course of an athletic event.

Spectators demonstrating conspicuously unsportsmanlike conduct will be directed to leave the school premises.

## Skaneateles Central School District Concussion Management Policy School Board Policy 7607

The Board of Education of the Skaneateles Central School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activities and can have serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries.

Concussion is a mild traumatic brain injury. Concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While district staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, nurses and other appropriate staff will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The nurse, athletic trainer, or coach will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the district expects the parent/legal guardian to report the condition to the nurse, athletic trainer, or coach so that the district can support the appropriate management of the condition.

The student shall not return to school or activity until authorized by an appropriate health care professional. The school's chief medical officer will make the final decision to return to activity including physical education class and after-school sports. Any student who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider.

Students will follow a return to play protocol. See concussion administrative procedure and guidelines on the school website and/or school nurse/athletic trainer.

## Student Attendance Information

### **Statement of Overall Objectives:**

School attendance is both a right and a responsibility. The Skaneateles School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning standards. Because the Skaneateles School District recognizes that consistent school attendance, academic success, and school completion have a positive relationship; the Skaneateles School District has developed this comprehensive policy to meet the following objectives:

1. To help students develop good lifetime habits of dependability, responsibility, and proper attitudes towards rules.
2. To raise student achievement and school completion levels.

## Student Attendance Information

3. To increase student safety by knowing student whereabouts.
4. To fulfill state requirements.

### **Determination of Excused and Unexcused Absences, Tardiness and Early Departures:**

Based on our District's education and community needs, values and priorities, and after discussion the District Planning Team, the Skaneateles School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

1. **Excused** – an absence, tardiness or early departure may be excused if it is due to:
  - Illness of the student
  - Illness or death in the family
  - Impassable roads
  - Religious observances
  - Approved school sponsored trips
  - Medical or dental appointments
  - Required presence in court
  - College visitations
2. **Unexcused** – an absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories. Unexcused absences may include:
  - Family vacation
  - Hunting
  - Babysitting
  - Over sleeping

### **Students Attendance Record Keeping and Data Collection**

A written parental notice is required by State Education Law each time a child is absent, tardy or departs early. Such a written note is required whether the absence, tardiness, or early departure is excused or unexcused. Such a written note must be presented on the student by the day in which the student returns to school following each absence.

If a parent sends a written request to school asking that a pupil be excused for any of these legal reasons, the pupil will be excused accordingly and will be issued a special pass. A pupil who leaves the school premises by himself for an illegal reason – even with the approval of his parents – will be considered truant. It should be noted that all requests for special excuses must be in writing, specify the reason for the request, must be signed by the parent or guardian, and must be presented in advance of the time the pupil is to be excused. Pupils in grades 9-12 should present the request to the Main Office at 291-2231

### **Disciplinary Consequences for Unexcused Absences, Tardiness and Early Departure**

Each student's presence or absence shall be recorded by the classroom teacher for each period of scheduled instruction and reported to the school nurse. Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences include but are not limited to:

1. Detentions
2. In-school suspensions

## Student Attendance Information

3. Denial of participation in school activities
4. Parent conferences
5. Superintendent's hearings
6. Placement in alternative settings

### **Notice to Parents**

Parents are asked to call the Main Office at 291-2231 when they know their children will be absent on any particular day. If parents do not make such notification, a Robo Call and ParentSquare email will go out to every parent of children who are absent without notification.

Parents are required to provide the school with current phone numbers and emergency phone numbers so that they can be reached for notification.

### **Student Attendance/Course Credit**

The Skaneateles School District has no penalty associated with excessive absences to class. However students are expected to attend all scheduled classes since such attendance has a direct impact on student achievement.

## Tardiness

Students are expected to be in first period when the bell rings to begin class. If a student is tardy to first period or to school, that student must provide written parental excuse to the main office by 1st period the next day. Failure to provide a written excuse will result in disciplinary consequences.

## Make Up Work

Students who are absent for any reason will be required to make up work missed in each class. It is the student's responsibility to obtain all make up work from his teachers immediately upon return to school. Any students planning on being absent from school because of a family vacation must have prior approval from the Principal if the vacation will be over three days in length. The student and teacher must also set up a contract between parent-student-teacher making the student responsible for work missed and any tests missed during his/her absence. If a student is planning on extending a vacation in front of or after a regularly scheduled vacation, he will be responsible for making up tests upon return to school.

## Medication

By law, students may **not carry any medications with them during the school day**. This includes over-the-counter medications such as Tylenol or aspirin. It also includes herbal remedies, dietary supplements, and natural products, not sanctioned by the FDA. All medications must be kept in the nurse's office. If your child needs medication during the school day, please call the high school nurse at 291-2235. Medication forms must be completed by a doctor, and a parent to allow the school nurse to administer them. Forms are available from the nurse.



## Home Tutoring At Skaneateles High School

Home tutoring is available to students who are unable to attend school for a long period of time (usually ten or more days) due to illness, injury, or suspension from school as a result of a due process hearing.

**Eligibility** – A student is eligible for home tutoring when the school administration, in communication with the parent, has determined that a student is unable to attend regular classes for a long period of time (usually ten or more days) due to an illness or due to suspension. In cases involving illness (or injury) a note from a medical professional is required (i.e. physician, psychologist).

**Delivery of Service** – Tutoring usually takes place in the student's home and a parent or responsible adult must be present when the tutoring is taking place.

**Process** – Tutors will communicate directly with teachers via email and through a log sheet that is attached to all work/assignments for the students. This log will also require the signature of a parent to endorse completion and will be maintained by the teacher to help determine status of completed work.

## School Closing

In the event that winter storms make it necessary to close school because roads are impassable, announcements to this effect will be made over the following radio and television stations:

WHEN	WSYR-TV9	WAER-FM88
WSEN	WALL-93.3 FM	WRVO-89.9
Y94FM	WTVH-TV5	WSTM-TV3
WAQZ-93Q	SUNNY 102	SPECTRUM NEWS

The district emergency telephone system will be implemented as well.

## Fire Drill Procedures

Fire drills at regular intervals are required by law and are an important safety precaution. When the signal is given, all students and staff must clear the building. WALK to the nearest exit. Go down stairways in double file. On leaving the building, move far enough away (at least 50 feet) so that all pupils will be able to leave the building easily and without confusion. Students are not to talk while exiting from the building.

## Transportation (Bus)

Students who ride school buses are the responsibility of the school from the time they get on the bus in the morning until the time they get off the bus at the end of the school day. Good bus conduct contributes to safety; it helps to prevent accidents, which may result from the distraction of the driver. It also reduces the number of accidents in which people injure themselves or others. An informal

## Transportation (Bus)

atmosphere, which encourages pupils to relax and enjoy the environment during the ride, is desirable but there are certain limits in which pupil activity must be confined. Generally the code of behavior expected within the school building also extends to the school bus. Particular attention should be given to the following rules regarding bus behavior:

- Conversations should be polite.
- No profanity will be permitted.
- Students should refrain from shouting and other boisterous activity, which might distract the driver.
- Students should refrain from talking with the driver while the bus is in motion.
- Students will respect the rights and property of others. Students will keep their belongings out of the aisle.
- Students should not extend arms or other parts of the body or objects through windows.
- Students are not to tamper with the emergency exit doors or windows.

Throughout the entire bus trip students are expected to show regard for their own safety and safety of others on the bus.

## Leaving School Premises/Off-Campus Lunch

School authorities are responsible for the supervision of pupils throughout the school day. Pupils are not to leave the school premises during the hours when classes are in session unless the student reports to the school nurse or Principal and is excused **BEFORE** the student leaves. Students may receive special permission to walk to their **own** home for lunch by completing a parent permission form available in the high school office.

## Cars and Parking/Driving Regulations

Cars and motorcycles may be used only in coming to school and going home. The use of cars and motorcycles on the school premises is a **special privilege** subject to the condition that extreme caution be observed at all times when operating these vehicles near and on the school grounds. Pupils who wish to drive and park at school must complete a required form to be signed by both student and parents. This consent form authorizes the school to randomly inspect the interior of the student vehicle when it is on school property. Upon submittance of the completed form, the student will receive a special permit to be visible at all times when parking on school property. The permit is valid for one year unless revoked.

Furthermore, students are expected to adhere strictly to the following regulations:

1. All student parking will be restricted to the student parking lots.
2. There is to be no loitering in vehicles. Upon arrival in the student parking lot, student drivers are to promptly leave their vehicles, making certain that all doors are locked.

## Cars and Parking/Driving Regulations

3. No student is to park in any area other than the student parking lot unless he or she receives specific permission from the Principal's office to do so. No student should park in the front loop of the high/ middle school.
- Vehicles should be locked at all times.
  - Students are not to drive on school property except when entering and leaving the student parking lots.
  - Drive safely and prudently under the **10-mph.** speed limit.

Failure to conform to the above regulations and/or creating any safety hazards will result in permission being denied to park on school property.

## Electronic Devices

All electronic devices deemed disruptive to the educational process are not allowed in school. Use of cell phones will be permitted before and after school only. Electronic devices are allowed when being used for educational purposes under teacher supervision.

## Guests

No outside student guests will be allowed in school during the school day, unless they are part of an approved school-wide program/function.

## Dress

Let us take pride in ourselves and in our appearance. Students are expected to develop habits of neatness and proper dress for school at all times, including examination days. A student whose dress is judged to be dangerous, indecent, unhealthy, or distracting will be asked to change. Hats are not to be worn in the classroom. Based on these criteria, the following are examples of attire that are NOT acceptable:

- Short shorts/skirts.
- Tops with very narrow straps or strapless, low-cut, halter, midriff/cutoff, etc...
- Costumes and/or masks (other than at approved functions).
- T-shirts, hats, or other clothing with inappropriate or suggestive slogans.
- Pants/tops that reveal underwear.
- Inappropriate jewelry or other items i.e. chains, etc... that could be harmful to others.

Students not following the above criteria will be asked to remove or change the article of clothing. Students who fail to comply or are repeat offenders are subject to disciplinary action.

## Food and Drink

Food and drink (except water at the discretion of the teacher) are not allowed in classes during homeroom/class time. For safety reasons, no glass bottles should be brought to school. Food/drink exceptions will be made when the entire class plans an activity together and in Senior Study Halls.

## Cafeteria

The cafeteria will serve pupils in grades 6-12. Although the middle school and high school lunch periods overlap, high school students are not to eat or socialize with the middle school students. After finishing lunch, students may socialize in the areas designated. Since there are two lunch periods for high school students, classes will be in session during each lunch period. Students who leave campus to walk to their own home for lunch must have parental permission on file in the high school office. The privilege of leaving campus during lunch is contingent on the student returning to afternoon classes on time. Off-campus lunch permission will be revoked if tardiness becomes a problem. All food is to be eaten in the cafeteria unless special arrangements have been made. Food is not allowed to be delivered to the building. Any student who leaves for lunch is not allowed to return with food. Appropriate behavior is expected in the cafeteria at all times. Students are expected to:

- Arrive at the cafeteria within the five-minute passing time and leave to the designated area.
- Dispose of their trash after eating.
- Not throw anything.
- Maintain a low conversation with those seated closest to you at your table. No yelling across tables or to large groups.
- Treat one another with respect at all times.
- Comply with all requests from supervisors or other staff members.

## Library

A pupil may take out books not on reserve for two weeks. Periodicals, except current periodicals, may be taken for three days. Reserve books, reference books, and current periodicals may be signed out at the end of ninth period and must be returned before first period on the following school day.

## Electronic Information Resources Use Policy (Including the Internet)

### Philosophy

Electronic information resources (such as the local area network, e-mail and the Internet) are vast, diverse and unique. The Skaneateles School District Board of Education intends to provide access to electronic information resources,

## Electronic Information Resources Use Policy (Including the Internet)

including the Internet, for students and staff in order to enrich the educational experience. The goal in making this service available to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication through educationally sound activities. Therefore, these diverse resources must support and be consistent with the educational mission and goals of the district and must support students in achieving their commencement expectations.

### **Material Selection and Student Supervision**

All resources for classroom use should be selected on the basis of an identified need for the materials and the general suitability of the materials to the needs and abilities of those who will use them. In potentially sensitive areas, materials should be selected for their strength and significance pursuant to Skaneateles Central School education policy 8301 on selection of educational materials.

District personnel will review and evaluate electronic information resources for use in an instructional setting in order to match such resources to the approved district curriculum. "Home pages" and menus of materials must comply with Board guidelines governing the selection of instructional materials. In this manner, staff members will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and pursue other studies related to their educational goals. Each student will be informed by staff of his/her responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to electronic information resources will be designed in ways that point students to resources that have been reviewed and evaluated prior to use. Some students may wish to take advantage of electronic information resources that have not been evaluated.

Guidelines for such access are defined under the section of this policy entitled **Terms and Conditions for Use of Electronic Information Resources**. Students may pursue electronic research independent of direct supervision only if they have submitted the required forms, have been granted parental permission, and have received adequate training. Permission is not transferable and may not be shared.

Users should not consider the District's electronic information and resources to be private. The District has the technical capability and authority to track the use of its computers, including, but not limited to, the sending and receiving of e-mail, Internet access and use, and the acquisition, use, storage, or transmittal of any type of electronic files. System administrators and District officials must have access to district data at all times and may access data at any time for any reason. Inappropriate and illegal activities may be reported to proper authorities.

### **Training and Licensing of Students**

Because some material available through electronic information resources is inappropriate for students at the Skaneateles Central School District, students must be trained in the appropriate use of these resources. Each building will develop a training manual and procedure to ensure that students are fully trained before using electronic information resources. Training will occur in those classes that require students to do research which may involve electronic information resources in an

## Electronic Information Resources Use Policy (Including the Internet)

unstructured setting. However, students without such privileges will be able to rely on traditional sources of information to meet curricular objectives.

Students must also agree to the terms and conditions of access and apply for a school district "Internet Driver's License" to use electronic information resources. Parents must read and sign a permission form allowing such access. The completion of these requirements will lead to a school district "Internet Driver's License" allowing students to use the electronic information resources outside of supervised classroom use. The school district "Internet Driver's License" card will allow access through libraries and other labs.

Students must present the school district "Internet Driver's License" card to the staff member in charge prior to accessing the resources, and will receive it back at the end of their session. The student is responsible for all action during each session.

### **Terms and Conditions for Use of Electronic Information Resources**

The use of electronic information resources is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. An account may be closed at any time, for inappropriate use. A staff member may suspend a student's school district "Internet Driver's License" for up to five days for a minor violation of the terms and conditions of use. A more serious violation, or a violation by a staff member, will be reported to the building administrator who will determine penalties, including the possibility of a more extended suspension of use privileges. The user is entitled to a conference with the building administrator or designee and an opportunity to be heard before any decision is made to suspend or revoke access for more than 5 days.

In exchange for the privilege of using the Skaneateles School District's electronic information system, the student and parent, or staff member, must understand and agree to the following usage rules:

1. Always use your own password and keep it private.
2. Do not add anything to computers or the network without permission.
3. The use of social networking and the sharing of personal information shall only be done under direct staff supervision.
4. No stealing of ideas, committing plagiarism or violating copyright protections.
5. Do not attempt to access inappropriate Internet sites.
6. All technology shall be used only for its intended purpose.
7. Respect people, hardware and software.
8. The District owns all equipment and files. Do not use passwords that prevent the District from accessing its equipment or files.

### **Consequences for violation of the usage rules may include the following:**

1. Loss of use privileges
2. Additional disciplinary action determined at the building level based on the School Conduct and Discipline Policy or staff contract
3. Involvement of law enforcement officials

### **District Liability**

## Electronic Information Resources Use Policy (Including the Internet)

Providing access to electronic information resources may open the door to materials of questionable educational value. On a global network, it is impossible to control all materials. An industrious user may discover controversial information in both written and graphic form. Skaneateles Central School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. The district has an Internet filter in place to comply with the most recent Federal Legislation. However, the district can offer no guarantee that students will be unable to gain access to inappropriate materials.

The district is not responsible for the accuracy, quality and appropriateness of the information obtained through electronic information resources. In addition, the district is not responsible for damages that may arise from a user's misuse of the system.

Approved by the Board of Education

April 15, 1997

Revised August, 22, 2000

Revised June 18, 2001

Revised January 20, 2004

Revised March 21, 2006

Revised June 3, 2013

## Lockers

Each pupil receives two individual lockers: one a corridor locker, and the other a gymnasium locker. All lockers are equipped with combination locks. Pupils are personally responsible for safeguarding the combinations to their lockers and for seeing that the locks are closed. Students are advised not to leave valuable items in their lockers. Students are responsible for the condition of their lockers, including no writing, inappropriate item posted, etc... The school retains joint control over student lockers and reserves the right to inspect lockers at any time.

## Textbooks/School Property

Textbooks are furnished to all students. It is the student's responsibility for proper care of the books, supplies or furniture. Students will be assessed an appropriate fee for loss of school property or for excessive damage beyond the normal wear and tear.

## After School Use of Buildings

Pupils shall be out of the buildings within ten minutes after the close of school on any day unless they are under direct supervision of a teacher. Pupils participating in non-school activities must remain in their assigned areas under the immediate supervision of their adult teachers at all times. \*Only students who stay for a school-sponsored activity during the Extra- help and Activity period may ride the Activity bus. Activity bus passes will be issued to those students only. **\*When school is closed students may not enter the building unless admitted and supervised by a staff member.**

## Dances

In 2010-2011 a committee of students, parents, and staff was formed to revise the current dance policies/procedures. They are as follows:

### **Time:**

Dances will be held from 7:30 p.m. – 10:00 p.m. except for dinner dances which will have extended time. Times could be subject to change due to various circumstances. Times can be verified by checking the school website.

Students must arrive within ½ hour of dance starting time. Any student who arrives after the admittance time will not be allowed in to the dance unless prior approval has been obtained from an administrator.

### **Attendance:**

Students must be in attendance on the day of the dance in order to attend. A student who is tardy later than 10:00 a.m. may not attend.

### **Sign In/Out Procedure:**

All students will sign in and sign out with time noted.

If a parent would like to be notified if their son or daughter never arrives at the dance or leaves early, the parent may contact the school ahead of time and arrangements will be made to contact the parent.

### **Dress:**

Dress Code as outlined in our handbook will be enforced. Slight modifications will be made for formal/semiformal dances i.e. presentable halter dresses, etc.

### **Guests:**

One guest per student is allowed provided:

- Students must sign the guest up by Wednesday noon the week ***before*** the dance.
- Guest – A form must be completed and returned to the main office no later than noon on Wednesday prior to the dance. The form can be found on the school website.

No middle school students or individuals over 20 years old are allowed. If there are special circumstances, they require approval by an administrator.

### **Acceptable Behavior:**

As a school function, dances require that all students and guests comply with the guidelines set forth in the Skaneateles Student/Parent Handbook and Code of Conduct. All school rules and policies are in effect.

### **Dance Behavior:**

In accordance with the Code of Conduct, students are expected to show respect for themselves, their fellow students, teachers and chaperones at all times. Students are



## Dances

expected to comply with the directives of those in authority. Inappropriate and offensive behavior, including inappropriate touching or displays of affection, on or off the dance floor, are not permitted.

Dancing that is sexually explicit, dangerous, or offensive is considered unacceptable. Examples may include but are not limited to:

- Bending over with hands on floor
- Display of undergarments
- Moshing
- "Making out" (overt and/or prolonged displays of affection)
- Crowd surfing
- Hands below waist or on inappropriate places, etc.

Any student who feels uncomfortable or sees inappropriate behavior, on or off the dance floor, should feel comfortable talking with a chaperone.

**Consequences for inappropriate behavior:**

Students will be given a warning for inappropriate behavior. If there is a subsequent infraction the student will be required to leave the dance. Parents will be notified, if asked to leave. Further inappropriate actions could result in a loss of privileges to attend future dances including Prom and Ball, or school disciplinary action.





# Homework Recording

## **2022-2023**

August 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 29	Freshman Orientation 6:00 PM		
Tuesday 30			
Wednesday 31			

August 2022				
Subject	Homework Details	Date Due	✓	Done
Thursday 1				
Friday 2	Registration Deadline For 10/1 SAT			
Notes:				

September 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 5	Labor Day		
Tuesday 6			
Wednesday 7	First Day of School		

September 2022				
Subject	Homework Details	Date Due	✓ Done	
Thursday 8				
Friday 9				
Notes: Saturday 9/10 ACT				

September 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 12			
Tuesday 13			
Wednesday 14			



September 2022				
Subject	Homework Details	Date Due	✓	Done
Thursday 15				
Friday 16				
Notes:				

September 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 19			
Tuesday 20			
Wednesday 21			

September 2022			
Subject	Homework Details	Date Due	✓ Done
Thursday 22	High School Open House		
Friday 23	HS Picture Day		
Notes:			

September 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 26	Rosh Hashanah, College Information Night 6:00 PM		
	Registration Deadline For 10/22 ACT		
Tuesday 27			
Wednesday 28			

September 2022				
Subject	Homework Details	Date Due	✓ Done	
Thursday 29				
Friday 30				
Notes:				

October 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 3			
Tuesday 4			
Wednesday 5			

October 2022			
Subject	Homework Details	Date Due	✓ Done
Thursday 6	Registration Deadline For 11/5 SAT		
Friday 7	Mid MP1		
Notes:			

October 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 10	Columbus Day		
Tuesday 11			
Wednesday 12			



October 2022			
Subject	Homework Details	Date Due	✓ Done
Thursday 13			
Friday 14			
Notes:			

October 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 17			
Tuesday 18			
Wednesday 19			

October 2022			
Subject	Homework Details	Date Due	✓ Done
Thursday 20	HS Picture Retake Day		
Friday 21			
Notes: Saturday 10/22 ACT			

October 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 24			
Tuesday 25			
Wednesday 26			

October 2022			
Subject	Homework Details	Date Due	✓ Done
Thursday 27			
Friday 28			
Notes:			

October 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 31	Halloween		
Tuesday 1			
Wednesday 2			

November 2022			
Subject	Homework Details	Date Due	✓ Done
Thursday 3	Fall Play		
Friday 4	Fall Play		
	Registration Deadline For 12/10 ACT and 12/3 SAT		
Notes:			

November 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 7			
Tuesday 8			
Wednesday 9			



November 2022				
Subject	Homework Details	Date Due	✓ Done	
Thursday 10				
Friday 11	Veterans Day, End of MP 1			
	No School			
Notes:				

November 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 14			
Tuesday 15			
Wednesday 16			

November 2022				
Subject	Homework Details	Date Due	✓	Done
Thursday 17				
Friday 18				
Notes:				

November 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 21			
Tuesday 22			
Wednesday 23	Break		

November 2022			
Subject	Homework Details	Date Due	✓ Done
Thursday 24	Thanksgiving Break		
Friday 25	Break		
Notes:			

November 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 28			
Tuesday 29			
Wednesday 30			

December 2022				
Subject	Homework Details	Date Due	✓ Done	
Thursday 1				
Friday 2				
Notes:				

December 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 5			
Tuesday 6			
Wednesday 7	Pearl Harbor		



December 2022				
Subject	Homework Details	Date Due	✓	Done
Thursday 8				
Friday 9				
Notes:				

December 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 12			
Tuesday 13			
Wednesday 14			

December 2022				
Subject	Homework Details	Date Due	✓	Done
Thursday 15				
Friday 16	Mid MP 2			
Notes:				

December 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 19			
Tuesday 20			
Wednesday 21			

December 2022				
Subject	Homework Details	Date Due	✓ Done	
Thursday 22				
Friday 23	Holiday Break			
Notes:				

December 2022			
Subject	Homework Details	Date Due	✓ Done
Monday 26	Holiday Break		
Tuesday 27	Holiday Break		
Wednesday 28	Holiday Break		

December 2022			
Subject	Homework Details	Date Due	✓ Done
Thursday 29	Holiday Break		
Friday 30	Holiday Break		
Notes:			

January 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 2	Holiday Break		
Tuesday 3			
Wednesday 4			



January 2023				
Subject	Homework Details	Date Due	✓	Done
Thursday 5				
Friday 6	Registration Deadline For 2/11 ACT			
Notes:				

January 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 9	Freshmen Night 6:00 PM		
Tuesday 10			
Wednesday 11			

January 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 12			
Friday 13			
Notes:			

January 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 16	ML King Day, No School		
Tuesday 17			
Wednesday 18			

January 2023				
Subject	Homework Details	Date Due	✓	Done
Thursday 19				
Friday 20				
Notes:				

January 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 23	NHS Induction Ceremony 7:00 PM		
Tuesday 24	Regents		
Wednesday 25	Regents		

January 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 26	Regents		
Friday 27	End of MP 2, Regents		
Notes:			

January 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 30			
Tuesday 31			
Wednesday 1			



February 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 2	Groundhog Day		
Friday 3			
Notes:			

February 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 6			
Tuesday 7			
Wednesday 8			

February 2023				
Subject	Homework Details	Date Due	✓ Done	
Thursday 9				
Friday 10				
Notes: Saturday 11 ACT Registration Deadline for 3/11 SA				

February 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 13			
Tuesday 14	Valentine's Day		
Wednesday 15			

February 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 16			
Friday 17			
Notes:			

February 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 20	Presidents' Day		
	Winter Recess		
Tuesday 21	Winter Recess		
Wednesday 22	Winter Recess		

February 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 23	Winter Recess		
Friday 24	Winter Recess		
	Registration Deadline For 4/1 ACT		
Notes:			

February 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 27			
Tuesday 28			
Wednesday 1			



March 2023				
Subject	Homework Details	Date Due	✓	Done
Thursday 2				
Friday 3				
Notes:				

March 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 6			
Tuesday 7			
Wednesday 8			

March 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 9	HS Spring Musical		
Friday 10	HS Spring Musical		
	Mid MP 3		
Notes: Saturday 3/11 HS Spring Musical, SAT			

March 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 13			
Tuesday 14			
Wednesday 15			

March 2023				
Subject	Homework Details	Date Due	✓	Done
Thursday 16				
Friday 17	St. Patrick's Day			
Notes:				

March 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 20			
Tuesday 21			
Wednesday 22			

March 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 23	Ramadan begins		
Friday 24			
Notes:			

March 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 27			
Tuesday 28			
Wednesday 29			

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March 2023				
Subject	Homework Details	Date Due	✓ Done	
Thursday 30				
Friday 31				
Notes:				

April 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 3	Spring Break		
Tuesday 4	Spring Break		
Wednesday 5	Spring Break		

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April 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 6	Passover		
	Spring Break		
Friday 7	Registration Deadline For 5/6 SAT		
	Spring Break		
Notes:			

April 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 10			
Tuesday 11			
Wednesday 12			

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April 2023				
Subject	Homework Details	Date Due	✓ Done	
Thursday 13				
Friday 14	End of MP 3			
Notes:				

April 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 17			
Tuesday 18			
Wednesday 19			

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April 2023				
Subject	Homework Details	Date Due	✓	Done
Thursday 20				
Friday 21				
Notes:				

April 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 24			
Tuesday 25			
Wednesday 26			



April 2023				
Subject	Homework Details	Date Due	✓	Done
Thursday 27				
Friday 28				
Notes:				

May 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 1	AP Exams		
Tuesday 2	AP Exams		
Wednesday 3	AP Exams		

May 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 4	AP Exams		
Friday 5	Registration Deadline For 6/3 SAT, AP Exams		
	Registration Deadline For 6/10 ACT		
Notes:			

May 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 8	AP Exams		
Tuesday 9	AP Exams		
Wednesday 10	AP Exams		

May 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 11	AP Exams		
Friday 12	AP Exams		
Notes:			

May 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 15			
Tuesday 16			
Wednesday 17			

May 2023				
Subject	Homework Details	Date Due	✓ Done	
Thursday 18				
Friday 19		Junior Prom		
		Mid MP 4		
Notes:				

May 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 22	Honors Convocation 7:00 PM		
Tuesday 23			
Wednesday 24			



May 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 25	HS Mini Awards Ceremony		
Friday 26			
Notes:			

May 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 29	Memorial Day, No School		
Tuesday 30			
Wednesday 31			

May 2023				
Subject	Homework Details	Date Due	✓ Done	
Thursday 1				
Friday 2	Senior Class Trip			
Notes: Saturday 5/3 Senior Ball, SAT				

June 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 5			
Tuesday 6			
Wednesday 7			

120

June 2023				
Subject	Homework Details	Date Due	✓ Done	
Thursday 8				
Friday 9				
Notes: Saturday 6/10 ACT				

June 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 12			
Tuesday 13			
Wednesday 14	Flag Day		
	Regents		

June 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 15	Regents		
Friday 16	Regents		
	Registration Deadline For 7/15		
Notes:			

June 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 19	Juneteenth No School		
Tuesday 20	Regents		
Wednesday 21	Regents		

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June 2023			
Subject	Homework Details	Date Due	✓ Done
Thursday 22	Regents		
Friday 23	End of MP 4		
	Rating Day		
Notes: Sunday 6/25 Commencement 1:00 PM			

June 2023			
Subject	Homework Details	Date Due	✓ Done
Monday 26			
Tuesday 27			
Wednesday 28			

June 2023				
Subject	Homework Details	Date Due	✓	Done
Thursday 29				
Friday 30				
Notes:				



## File Summary

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File Size	2.4 MB	Version	13
Owner	India Studio	Proof State	Active
Uploaded	7 Jul 2022 13:41 by Laine Lightsey	Proof Status	Pending
Proof Finish	-	Proof Comments	0
		Proof Pages	132

## Decisions

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Stage 1	US Proofreader	Reviewer & Approver	0 comments	Pending	-
Stage 1	India Studio	Reviewer	0 comments	-	-
Stage 1	SPC Planner Coordinator	Reviewer & Approver	0 comments	Pending	-
Stage 1	Laine Lightsey	Reviewer & Approver	0 comments	Pending	-
Stage 1	dteixeira@skanschools .org	Reviewer & Approver	0 comments	Approved for print	7 Jul 2022 17:11