



# SYRACUSE ACADEMY

## OF SCIENCE CHARTER SCHOOL

**STUDENT HANDBOOK**  
2016-2017 Academic Year

Building Success One Atom at a Time

[www.sasc.org](http://www.sasc.org)

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## MISSION STATEMENT

Syracuse Academy of Science Charter School will provide support, challenges and opportunities for its students, and it will instill the necessary skills and knowledge in math, science, and technology to empower students, through high intellectual standards, preparing them for college, career, and citizenship. The school seeks to graduate students who can think critically and creatively, who are committed to a lifetime of learning and civic involvement, and who are conscious of local, global, and environmental issues.

Because of the nature of its mission, Syracuse Academy of Science does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

## 1. Student Rights & Responsibilities

### *Student Rights*

- To feel safe in the school environment;
- To take full advantage of the learning opportunities;
- To work in an environment free of disruptions and chaos;
- To express their opinions, ideas, thoughts, and concerns;
- To have a healthy environment that is smoke, alcohol, and drug free;
- To expect courtesy, fairness, and respect from all members of the community;
- To have the right to due process

### *Student Responsibilities:*

- To be caring and honest;
- To do his or her best to learn;
- To be sure that personal expression does not interfere with the rights of others;
- To follow state law and school policies concerning substance abuse;
- To respect and protect the personal and property rights of others
- To treat all members of the community with full respect, fairness, and courtesy;
- To abide by all the expectations of the school and its community;
- To follow the prescribed guidelines for participation in school activities; and
- To adhere to due process procedures

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

## 2. Grading Scale and Course Requirements

All classes at SASCS will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

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

### 3. SASCS Diploma Requirements

Syracuse Academy of Science Charter School grants two types of diploma which conform to New York State regulations citing the specific number of credits and state examinations which must be successfully completed. The following chart describes the number of course credits as well as required examinations necessary for a high school diploma.

Subject Area	Required Credits	Regents Seal	Advanced Regents Seal
ELA	6	1	1
Mathematics	4	1	3
Science	4	1	2
Social S.	4	1	2
F. Lang.	1		2**
Physical Ed.	2		
Health	0.5		
Fine Arts	1		
Electives	3.5		
<b>Total</b>	<b>26</b>	<b>4+1*</b>	<b>10</b>

\* In addition proficiency score in 4 regents exams, the students must pass an additional regents exam in order to graduate.

\*\* Advanced regents seal on the diploma requires 3 credits of foreign language with LOTE-A proficiency and LOTE-B proficiency.

### 4. Homework Policy

Teachers strive to give students meaningful homework assignments that enhance students' academic. Homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance.

Responsibility is a trait we feel is conducive to all aspects of life. We expect middle and high school students to be responsible with their work. It is the student's responsibility to complete and turn in homework on time. There will be a deduction for homework turned in late unless there is an excused absence. If you or your parents have questions about homework, immediately contact the teacher who assigned it. Assignments not handed in will receive a failing grade (F).

### 5. Promotion Policy

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

### *Grades 3-8 Promotion*

- a. All core subjects must be passed
- b. All students failing any core subject must attend summer school and pass the course to be promoted. (Parents/Guardians are responsible for the summer school transportation.)
- c. Student who fails one special area course may be promoted
- d. Students who fail more than one special area course must attend summer school and pass the course to be promoted

### *Grades 9-12 Graduation and Promotion*

- a. Students must complete the SASCS core curriculum, and pass courses and exams required by the NYS education department to receive Carnegie units toward graduation.
- b. If a student earns a passing score on the State test or Regents exam, they will pass the course with a D-, automatically.
- c. At high school level, students will need to pass all required subjects. If they fail a course and take it in summer school and don't pass it, they will need to repeat the course.

## **6. Attendance Terms**

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

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

### *Notes:*

- a. The above excused absences still require verification and legitimate written excuses. An excused absence simply means that the student provided appropriate documentation for the absence; it does not automatically eradicate the absence.
- b. A parent note without documentation may only excuse three (3) total absences in a school year.
- c. If a student is absent for three (3) consecutive days due to an illness, he or she will be required to bring in a note to the Main Office from a health care physician.
- d. The missing assignments due to absences must be completed within two school days. There will be 10% daily deduction for the assignments due to unexcused absences.
- e. If a student is absent from school, the parent/guardian should inform the school (by phone) of the reason for the absence.

- f. Under no circumstances will Regents Exams and State Tests be made up after the testing period. Final and Mid-term exams cannot be excused without medical documentation.
- g. Written excuses for absences ARE REQUIRED BY NEW YORK STATE LAW! Upon returning to school, the student must have a written explanation giving the following information:
  - Student's name
  - Date(s) of absence
  - Grade
  - Reason for absence
  - Signature of Parent/Guardian
  - Letters/notes for absence due to court appearance, college visits and doctor visits due to illness are required.

### **7. Grades K-8 School Attendance Policy**

- a. To be promoted, students are required to attend the minimum of 175 days, which is equal to 90% of the total school day. Excused absences will not count towards the minimum days of attendance.
- b. If the student exceeds 20 absences, he/she will audit the class and participate. The student who (1) successfully audits the course, (2) maintains appropriate classroom behavior, and (3) accrues less than 30 absences for the year will be eligible to attend summer school.
- c. Alternative Education Setting (AES-*See appendix-B for details*) and out of school suspension (OSS) will not be counted toward the maximum number of allowable days missed.
- d. If a prolonged absence due to a short-term physical, mental or emotional illness is anticipated and/or occurs, the student's parents or guardians should contact the building administrator regarding tutoring. The student's physician/mental health professional, must verify any such absence. Tutoring counts as school attendance. In addition, for those students with chronic health concerns that cause intermittent attendance issues, the building principal will work with the student, parents, and classroom teachers of the student to develop an action plan for credit recovery. Such plans may include, but are not limited to, homebound instruction, tutoring after school, extra class work, etc. Successful completion of this plan will enable the student to receive course credit.

### **8. Grades 9-12 Course Credit Policy**

- a. Half Year (0.5) Credit Courses: Students who are absent from a 0.5 credit course for 10 periods shall not receive course credit. Excused absences will not count towards the minimum days of attendance.
- b. Full Year (1.0) Credit Courses: Students who are absent from a 1.0 credit course for 20 periods shall not receive course credit. Excused absences will not count towards the minimum days of attendance.
- c. If the student exceeds 20 absences, he/she will audit the class and participate. The student who (1) successfully audits the course, (2) maintains appropriate

classroom behavior, and (3) accrues less than 30 absences for the course will be eligible to attend summer school.

- d. Alternative Education Setting (AES) and out of school suspension (OSS) will not be counted toward the maximum number of allowable days missed.
- e. If a prolonged absence due to a short-term physical, mental or emotional illness is anticipated and/or occurs, the student's parents or guardians should contact the building administrator regarding tutoring. The student's physician/mental health professional, must verify any such absence. Tutoring counts as school attendance. In addition, for those students with chronic health concerns that cause intermittent attendance issues, the building principal will work with the student, parents, and classroom teachers of the student to develop an action plan for credit recovery. Such plans may include, but are not limited to, homebound instruction, tutoring after school, extra class work, etc. Successful completion of this plan will enable the student to receive course credit.

### **9. Attendance Hearing**

- a. Parents will be informed before the 10th day of unexcused absence.
- b. The school may hold a parent meeting after the 10th day of unexcused absence.
- c. The attendance hearing will be held at the 15th day of unexcused absence.  
*Note:* Students may lose privileges, extracurricular activities, or field trips after the attendance hearing.

### **10. Early Dismissal Policy**

- a. When a student needs to be dismissed prior to the end of the school day, early dismissal form must be completed and signed by parent/guardian, or their designee at the early dismissal.
- b. The name of designated person for pick up must be provided to the school in advance
- c. For high school students, the parents must inform the main office in writing for early dismissals.

### **11. School Tardiness Policy**

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

- a. 5 days of tardiness - 1 Day of AES
- b. 10 days of tardiness - 2 Days of AES
- c. 15 days of tardiness - Attendance Hearing

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

### **12. Extended Leave**

New York State Law does not permit legally excused absences for family travel or extended educational travel. Please be advised that the school attendance policy applies to extended leave.



### **13. No School, School Delay Announcements**

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

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

### **14. Sickness or Injury During the School Day**

- a. SASCS will have a school nurse or first-aid-trained-professional available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse.
- b. Please follow these three rules if you become ill or are injured during the school day.
- c. Report to the nurse’s office. If the nurse is unavailable, students report to the main office.
- d. If you do not inform the office and simply miss class, it is an unexcused absence.
- e. Do not leave the building without reporting to the main office.

### **15. Communicable Disease**

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

### **16. Medication Policy**

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

- a. Parents must bring the medication to the nurse with Doctor’s order
- b. Students CANNOT carry ANY medication or supplement with them to school.
- c. The medicine must include the following information:
  - Student Name
  - Name of the medication
  - Dosage
  - Time of the medication

### **17. Safety Policy**

- a. When students enter the building, they must store all cell phones and electronic devices in the electronic lockers
- b. They must proceed to the metal detectors
- c. They must remove any metal items from their pockets or bags
- d. They must walk through the detector
- e. If the detector alarms, they must identify or remove the item
- f. Students’ any soft of bags, coats, or similar items are searched

- g. Students may not be dropped off before the start of the school day and must be picked up at dismissal depending on the building. Failure to follow this may result in an attendance hearing and students may lose privileges.

*Note:* Students CANNOT carry any electronic devices during the school day.

SASCS is not responsible for the damage, loss or theft of electronic devices.

Violating this policy will result in disciplinary action. Elementary students are urged to keep electronic devices at home.

### **18. Locker Use Policy**

SASCS will not be liable for loss/theft or damage of personal items. To keep your school items safe,

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

### **19. School Lunch Policy**

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

### **20. Food and Drink**

Eating/drinking is NOT allowed in any area of the building except cafeteria. Water in a clear (translucent-avoid all colors) plastic container is allowed only in the building.

### **21. Public Areas**

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

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

### **22. Phone Calls**

SASCS restricts the use of phones during school hours. Parents calling the school during school hours to speak with their child are restricted unless there is an

emergency. Messages will be taken and delivered to students. Students are allowed to use only main office phone during lunchtime.

### **23. School Activities**

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

### **24. Field Trips**

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

- a. Students must bring the field trip permission slip signed by the parents or guardian by the specified date. *NO* phone calls will be accepted as permission.
- b. Students must wear the school uniform unless otherwise specified.
- c. Students must abide by SASCS codes of student conduct while on the field trip.
- d. Be advised that academic and disciplinary restriction may apply

### **25. After-School Activities**

Students must follow these rules during after school:

- a. Students cannot leave the building at dismissal and then return unless they are instructed to do so.
- b. Students must be with the event supervisor at all times
- c. Parents must arrange the transportation and arrive promptly for student pick-up.
- d. Students must abide by the SASCS code of student conduct.
- e. Students may not stay after school to wait for another student.

### **26. Textbook and Supplies**

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

### **27. Visitors**

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



# SYRACUSE ACADEMY

## OF SCIENCE CHARTER SCHOOL

### **Student Code of Conduct**

Updated by: June 5th

## Introduction

Dear Parents and Students,

SAS administration and faculty are dedicated to establish a positive school climate that ensures safe and comfortable educational environment. This is necessary to provide appropriate education to our valued students. The first component of a positive school culture is establishing clear expectations from students. SAS' expectations from student are as follow:

1. Be on time
2. Be prepared
3. Participate
4. Complete the assigned task
5. Follow teacher's direction

The second component of a positive school climate is safety and a well-established disciplinary structure. Therefore the student code of conduct has been revised to establish and enrich healthy behavioral expectations, rules and regulations. Please take a couple minutes to read a five page-student code of conduct. In sum, the discipline issues are approached from three different views as seen below:

Disciplinary Approach		
A- Non-negotiable Rules	B- Minor Infractions	C- Major Infractions
Dress Code	Demerit Points	1. Code Blue
Electronic Device	Merit Points	2. Code Orange
Reinstatement Meetings		3. Code Red Infractions

Please be advised all expectations and consequences listed below apply on school grounds, the school bus, and at all school sponsored events.

## A. NON NEGOTIABLE

### Dress Code Policy and Procedure

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

#### *For regular school days, students are to wear only:*

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

#### *In physical education classes, students in grades 5-12 must wear:*

- SAS Atom GYM T-Shirt,
- SAS Atom shorts or plain navy blue sweatpants,
- Athletic Sneakers

#### **IMPORTANT:**

1. *Students who arrive to school out of Dress Code will be immediately sent to the office to call home and required to return in Dress Code.*
2. Repeated dress code violations will result in a parent conference.
3. Students will only be able to “dress down” when that privilege is earned.
4. Students who do not return the school are considered as unexcused absent.
5. No undergarments should be visible
6. Wearing uniform inappropriately is considered a Dress Code Violation (see appendix-D for more details)
7. Hats, Hoods and Scarves are not to be worn in the building and will be considered a dress code violation.
8. Any outerwear not issued as part of the uniform cannot be worn in the building
9. Dress Down days will be announced to staff, students, and parents/guardians in advance and will not be a regular occurrence.

\* Contact to the Elementary School regarding the color of slacks for elementary students.

### **Electronic Device Policy**

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

#### ***If the students are caught with electronic devices:***

- a. Students must surrender the phone to the school staff
- b. The dean of students keeps the phone and contact the parent.
- c. The school keeps the phone:
  - First Offense - Parents must pick-up the device & sign contract
  - Second Offense - The device is kept for 14 calendar days
  - Third Offense - The device is kept for 28 calendar days
  - Fourth Offense - The device is kept for the rest of the year

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

### **Reinstatement Meetings**

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

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

## B. MINOR INFRACTIONS

*Demerit Point System (Unacceptable minor infractions)*

- Every unacceptable infraction has a numerical point value. (See the chart below)
- Every school staff is allowed to issue demerit points
- Accumulation of demerit points constitutes consequences. (See the chart below)
- Earning merit points is the only way to erase demerit points. (See the merit point chart)

	Demerit Point Chart	Point Value	
<b>Infraction #1</b>	Back-pack in the classroom	1	No Warning
<b>Infraction #2</b>	Cutting class (more than 10 minutes)	3	No Warning
<b>Infraction #3</b>	Failure to carry hall pass	1	No Warning
<b>Infraction #4</b>	Food or drink	2	No Warning
<b>Infraction #5</b>	Unkind or insubordinate behavior	2	No Warning
<b>Infraction #6</b>	Lack of materials	1	No Warning
<b>Infraction #7</b>	Passing notes during class	1	No Warning
<b>Infraction #8</b>	Profanity	2	No Warning
<b>Infraction #9</b>	Running in the hallway	2	No Warning
<b>Infraction #10</b>	Sleeping in class (Medical necessity to the nurse)	2	No Warning
<b>Infraction #11</b>	Tardy (unexcused)	2	No Warning
<b>Infraction #12</b>	Uniform Violation	1	No Warning
<b>Infraction #13</b>	Excessive talking or causing disruptions	2	Warning
<b>Infraction #14</b>	Failure to follow or ignoring directions	2	Warning
<b>Infraction #15</b>	Failure to follow emergency drill directions	3	Warning
<b>Infraction #16</b>	Failure to work on assigned task	1	Warning
<b>Infraction #17</b>	Horse-playing or fooling around	2	Warning
<b>Infraction #18</b>	Humming/singing/making noises	2	Warning
<b>Infraction #19</b>	Improper sitting or leaning back in chairs	1	Warning
<b>Infraction #20</b>	Littering	2	Warning
<b>Infraction #21</b>	Rudeness, or antagonistic behavior	2	Warning



<b>Demerit Point Consequences</b>		
<b>Point</b>	<b>Consequence</b>	<b>Action</b>
<b>10</b>	Admin Detention	Parent Warning Letter-1
<b>20</b>	Saturday Detention (Social Probation Begins)	Parent Warning Letter-2
<b>30</b>	AES 1 day	Parent Warning Letter-3
<b>40</b>	AES 3 days	Parent Warning Letter-4
<b>50</b>	Suspension 1 day (Lunch Det. Begins)	Parent Warning Letter-5
<b>60</b>	AES 5 days	Parent Warning Letter-6
<b>70</b>	Suspension 3 Days	Parent Warning Letter-7
<b>80</b>	Suspension 5 Days	Parent Warning Letter-8
<b>90</b>	AES 10 days	Parent Warning Letter-9
<b>100</b>	<b>Alternative Setting</b>	<b>Alternative Setting Meeting</b>
<b>Notes:</b>		
1. Regardless of total point, a student who accumulates 10 DP in a week is placed in AES for a day.		
2. Students who are willing to attend teams or clubs must not exceed 20 DP.		
3. Students at social probation cannot attend extra non-curricular activities (e.g. dance, trip, sports, etc.)		
4. Students, who accumulate 20 DP within 4 weeks before a school-wide event, cannot attend the event.		

### *Merit Point System*

- a. Teachers issue merit points to the students who demonstrate the positive behaviors as listed below.
- b. Merit points and demerit points are recorded in the school database and one erase the other

<b>Point Value</b>	<b>Awards</b>
<b>10</b>	Appreciation letter home + Snack Bag
<b>20</b>	Breakfast
<b>30</b>	Pizza
<b>40</b>	Lunch Pass
<b>50</b>	One Day Dress Down
<b>60</b>	Two Day Dress Down
<b>70</b>	Field Trip
<b>80</b>	Dinner – distinguished behavior certificates
<b>90</b>	Raffle for a big prize
<b>100</b>	Special Acknowledgement

<b>Merit Point Chart</b>			
<b>Weekly Awards</b>			
<b>1</b>	Classroom Excellence	Meeting with expectations of (1) On time, (2) Be prepared, (3) Participate, (4) Complete the Assigned Work and (5) Follow teacher's directions	<b>2</b>
<b>2</b>	Best Homework	Highest score on homework assignment. Limit one per class	<b>2</b>
<b>3</b>	Leadership	Being a role model for others, promoting positive school culture. Limit one per class.	<b>2</b>
<b>Daily Awards</b>			
<b>4</b>	Citizenship	Notifying the admin of serious problems at the school OR helping another for their act of selfless humanity	<b>2</b>
<b>5</b>	Administrative Recognition	Exceptionally well behaved in a day	<b>2</b>
<b>Compliance &amp; Achievement Awards</b>			
<b>6</b>	AES Compliance	Students must remain silent and follow all directions given by the supervisor.	<b>2</b>
<b>7</b>	Sat. Detention Compliance	Students must remain silent and follow all directions given by the supervisor.	<b>2</b>
<b>8</b>	Honor Roll	Receiving a 3.0-3.49 GPA with all A s and B s, and maximum one C on the report card.	<b>2</b>
<b>9</b>	High Honor Roll	Receiving a 3.5 GPA or higher with only A s and B s on the report card.	<b>4</b>
<b>10</b>	Test Excellence	Scoring a 90% or higher on a test or exam. (ONLY tests, midterm exams, and final exams)	<b>2</b>

### C. MAJOR INFRACTIONS

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

Code Orange Infractions	Code Orange Consequences
<ol style="list-style-type: none"> <li>1. Any sort of sexual contact</li> <li>2. Conduct that ignores the others' health or safety</li> <li>3. Damage to school or private property (Parent is accountable for any cost of the damage.)</li> <li>4. Demonstrating disrespectful attitudes toward administrators</li> <li>5. Entering the school under the influence of drugs or alcohol (smell of drugs or alcohol).</li> <li>6. False activation of the fire alarm</li> <li>7. Fighting (on or off school grounds)</li> <li>8. Harassment with efforts to intimidate, bully or ridicule</li> <li>9. Harassment with efforts to intimidate, bully or ridicule on cyberspace (email, Facebook, Snapchat, Twitter, Instagram, Kik, etc.)</li> <li>10. Harassment with offensive expressions</li> <li>11. Harassment with unwelcome sexual advances</li> <li>12. Harm or destruction of any sort of data</li> <li>13. Infiltrating the SAS school database</li> <li>14. Leaving school grounds without permission</li> <li>15. Offensive, sexually-oriented or threatening messages, pictures or symbols</li> <li>16. Physical attack on student</li> <li>17. Profanity towards staff in any format verbal, written, online and etc.</li> <li>18. Refusing or ignoring to follow administrator's direction</li> <li>19. Resistance toward public safety officers</li> <li>20. Resistance toward school administrators or securities</li> <li>21. Unauthorized possession of a prescription or over the counter medication</li> <li>22. Verbally or physically challenging administrative authority</li> <li>23. Posting pictures or video of staff or students on social media without permission.</li> </ol>	<ul style="list-style-type: none"> <li>• Multiple days of AES</li> <li>• 1-3 days of out of school suspension + Multiple days of AES</li> <li>• 5 days OSS without hearing</li> <li>• 5 Days OSS with superintendent's hearing</li> <li>• Expulsion</li> </ul> <p><b>NOTE#1:</b> A student who curses at any staff cannot continue with his/her regular schedule for the day. He/she is immediately either sent home or place in AES for the day.</p> <p><b>NOTE#2:</b> A student who refuses to follow administrative instruction is immediately sent home for the day.</p> <p><b>NOTE#3:</b> Students who receive more than two orange referrals in a marking period <b>will be on social probation</b></p> <p><b>NOTE#4:</b> Parents and students must sign the code of conduct contract after the first fight.</p>

**IMPORTANT!**

- Repetitive infractions end up with long term suspension or expulsion
- Depending on severity of the listed infraction and/or students' disciplinary history, administrators issue any of the listed consequences starting from AES to expulsion referral.
- Students who have accumulated referrals will be placed on social activity probation

### Code Red Infractions

1. Any sort of assault to a member of our community
2. Any threats to school personnel
3. Arson
4. Damage to school property which disrupts or impairs school business
5. Indecent assault
6. Indecent exposure
7. Involvement in, or threatened use of, a bomb or other explosive devices
8. Assaults with a weapon, or where serious injury may result
9. Possession of a stabbing/cutting instrument
10. Possession of a weapon (firearm, starter pistol, bb gun)
11. Possession of harmful biological or toxic substances
12. Possession of instrument that could bludgeon, cause concussion, or injury
13. Possession of other deadly weapon
14. Possession of tobacco, alcohol, prescription medications, illegal drugs, or related paraphernalia
15. Possession of, or involvement in the planning, making, or use of, an explosive, incendiary or chemical
16. Possession of e-cigarette and any substance
17. Rape
18. Retaliation against employee, witness or hearing officer
19. Robbery/Extortion
20. Sale of controlled substances or possession with intent to deliver or distribute
21. Threats related to any other weapon, including biological or toxic substances
22. Threats to kill or seriously injure any member of our school community
23. Posting explicit pictures or video of staff or students on social media

### Code Red Consequence

Expulsion

#### Expulsion Process and Formal Hearings

In all cases involving possible expulsion, suspension will initially occur utilizing the process listed below:

1. Hearing the student
2. Parents are informed about the incident
3. Student is immediately suspended
4. Suspension and pending expulsion letter is sent via overnight mail to the parent outlining the reason for the suspension and pending expulsion.
5. Parents are invited to meet with administration to discuss the case for further clarification
6. The discipline committee listens to the student's, parents' and the school administrators' evidence and concerns or questions
7. The superintendent's decision are sent to the parents

*Notes:*

1. The hearing process needs to be completed within five days of out of school suspension. The school may grant a parent or guardian's request to reschedule the meeting once. However the student cannot attend the school superintendent's decision has been made.
2. The meeting is held even if a stakeholder does not show up as scheduled.

**Appealing Process:**

1. Parents write an official letter of appeal to the superintendent within five business days of receiving the letter or expulsion or alternative setting.
2. The superintendent takes the appeal to the board.
3. The board assigns a hearing officer to hold a hearing to make a recommendation to the board. (The same protocol as describe above is followed)
4. The board votes for the case at the first meeting after the hearing.

## D. Appendices

### Appendix A: Behavior Intervention Plan

Level	Intervention	Descriptions	Follow-Up
Level-1 (0-19 DP)	<b>Student Conference</b>	Review rules and consequences of merit-demerit point system in person meeting. Students sign a letter of acknowledgment.	<b>Evidence-1</b> Acknowledgement Letter
Level-2 (20-39 DP)	<b>D.P. Check-in</b>	Students stop by the designated office to view his/her demerit point record two times in a week during 4 weeks or until getting 40 DP. Students sign in each time they are informed.	<b>Evidence-2:</b> Sign-in Sheet
Level-3 (40-59 DP)	<b>Parent/Student Conference</b>	Parents are presented the student's current disciplinary status, rules, and consequences in the presence of the student. Parents and students sign the letter of attendance. NOTE: Students are placed in AES until the parents schedule the meeting.	<b>Evidence-3:</b> Parent-Student Conference Att. Signature
Level-4 (60-79 DP)	<b>Behavior log-A</b>	Students are given the behavior log-A for 1 MP to drop the accumulated DP. Students sign-in the form for log-A.	<b>Evidence-4:</b> Sign-in log-A
Level-5 (80-99 DP)	<b>Behavior log-B</b>	Students are given the behavior log-B for 2 MP to drop the accumulated DP. Students sign-in the form for log-B.	<b>Evidence-5:</b> Sign-in log-B

## Appendix B: Alternative Educational Setting (AES)

AES is like a directed study in an alternative setting to provide students an opportunity to complete the required work with teacher's individual help. The AES room serves five days a week under the supervision of a school personnel.

The purpose of the AES is to provide students, who are having hard time to comply with the regular education program requirements, to receive the required education in an alternative setting.

### *AES Procedures:*

1. Administrators are the only authority to place the students in AES.
2. Students who fail to meet the regular school or classroom requirements are placed in this program for a short or long term depending on the incidents.
3. The assignments of the day are provided to the students
4. The students complete each assignment by following the direction.
5. Each teacher stops by the AES room throughout the day to provide instruction and answer student's questions.
6. Students must comply with the AES Code of Conduct while in the AES room.
7. If a student fails to meet the AES Code of Conduct, he or she is sent home.
8. Students must complete the assigned AES days to return the regular classes (any sort of absences are not considered as AES day)
9. Students eat lunch in the AES room
10. The supervisor collects all the completed assignments at the end of the day.

### *AES Code of Conduct:*

1. Students report to the room at 8:00 AM in the morning and sign in.
2. Students sit in the assigned seat only.
3. Students copy and sign the AES contract to return to the supervisor.
4. Students complete the assigned work individually.
5. Students take notes or write questions to ask for help from the teachers when they arrive
6. Students have to sign in and out when they leave the room for bathroom
7. Student must follow instructions given by supervisor, teacher or administrator.
8. Students are NOT allowed to:
  - a. Talk to each other
  - b. Work together
  - c. Make any sort of noise/disruption
  - d. Leave the room without permission
  - e. Use the bathroom no more than 2 times
9. Students must return all the completed work to the supervisor before leaving the school
10. Students, who fail to meet the AES expectation, will be sent home after a parent call.
11. Students who are sent home have to make up the missing day.



## Appendix E- Additional Dress Code Requirements and Limitations

In addition to making sure you are wearing the school uniform, Syracuse Academy requires that you follow these additional guidelines in terms of uniform appearance and personal appearance.

1. Jewelry should be appropriate for school and not attract undue attention. SASCS reserves the right to decide on the appropriateness of jewelry
2. Students may wear ONE pair of earrings to school that do not attract undue attention.
3. Headbands should only be worn to hold back the hair.
4. Neckwear and ties are not to be worn by ladies or gentlemen.
5. Cosmetics should be appropriate for school and not attract undue attention.
6. No moustaches or beards except for due to medical reasons.
7. The following items are not to be worn or brought into classrooms and should be removed and stored in lockers prior to students' first class: Jackets, hats, caps, berets, scarves, bandanas and other headgear, winter hats, mittens and gloves

### *Dress Down Days*

1. Shirts must include sleeves and be full length
2. Shorts must be knee length
3. Skirts must be ankle length
4. Undergarments must not be exposed
5. No low cut shirts or tank tops are allowed
6. Jeans may not be ripped or have holes

### *Absolutely none of the following are permitted:*

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

If a student is deemed to be dressed inappropriately on dress down days, he/she will be asked to correct their clothing choice to reflect the dress code; should the student refrain from changing his/her clothes, a parent/guardian will be called and the student will be sent home.

#### **Appendix D: Internet Use and Privileges**

The list below is by no means exhaustive, but attempts to provide a framework for sites which fall into the category of unacceptable:

1. Adult/Sexually Explicit/Pornography
2. Criminal Skills
3. Drugs, Alcohol and Tobacco
4. Gambling
5. Intimate Apparel
6. Hacking
7. Hate (Crimes)
8. Personals and Dating
9. Violence/Offensive Language or Action
10. Remote Proxies
11. Weapons
12. Social Networking Websites (i.e. FaceBook, Twitter, Snapchat, Kik, Instagram)

**Appendix-D: Acknowledgement and Acceptance of Student Handbook**

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

Please be advised all State and federal laws exceed our student handbook.

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Parent Signature Date

**Note: Please also be aware that the administration and teachers have the right NOT to meet with the parents who use inappropriate language or disrespectful manners toward administration or teachers.**

I, \_\_\_\_\_, received the SAS Student Code of Conduct. I understood expectations from me. I am also aware the positive and negative consequences of my behaviors.

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

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Student Signature Date