

# UTICA ACADEMY OF SCIENCE

ELEMENTARY SCHOOL | GRADES K-3



## STUDENT HANDBOOK

# 2020 - 2021

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SCIENCE ACADEMIES OF NEW YORK | COLLEGE PREPARATORY ACADEMIES

## MISSION STATEMENT

Science Academies of New York (SANY) will provide support, challenges and opportunities for its scholars, and it will instill the necessary skills and knowledge in math, science, and technology to empower scholars, through high intellectual standards, preparing them for college, career, and citizenship. school seeks to graduate scholars 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, SANY 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.

## For Hybrid and Full Online Education Learning Model

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### Section 1: Student Expectations

#### Technology/Equipment:

Students/parents will quickly communicate with school about technology and internet needs. If a student has what they need to complete online work, and it is not completed by due dates, then students may earn failing grades on said online assignments.

Students must have access to the G-Suite or Google suite on whichever platform they decide to use. Chromebooks are used in the schools, so students have familiarity with them. Students need access to a microphone and camera on their device, and we recommend that a phone is NOT the form used for online learning. You must also have dependable wireless connection, and Google Chrome as a browser.

#### Communication:

Students and families will communicate using Google Classroom and/or SeeSaw, ClassDojo, or email. If a student fails to complete an assignment and there was no communication, then the student shall earn a failing grade for the assignment. If technology is the issue, then students or parents must call the school as soon as they know about the technology issue to inform staff, and at that time, a new deadline can be determined. Staff and students can use ClassDojo and/or SeeSaw as a “chat” area if a quick question needs to be asked instead of logging into a Zoom or an email.

#### Class participation:

1. You are expected to read all of the material provided.
2. You are expected to use the links provided in order to complete items that are assigned.
3. It is very important to understand that online work is just as important as in person work.
4. Students should utilize Zoom links set up by teachers to ask questions during scheduled zoom session times.
5. Log in to each day to check for assignments, items posted to the Story, or Zoom.
6. It is expected that students keep interactions online positive and constructive.

Students are to bring any materials home that will be needed to complete their online work, such as CKLA Workbooks. Students caught plagiarizing online material (copy and paste from another website) will have earned a zero for the assignment.

## Section 2: Staff Expectations

### Class Structure:

On Google classroom/Seesaw or Class Dojo, it is important for students to know exactly what they need to have done, and when it is due. Because of this, posts are made Monday through Friday with assignments, video links, and Google Forms and/or student worksheet images to complete.

### Communication:

With online assignments, teachers will post their Zoom hours so that students can log-in for additional support. Questions asked from students online should be responded to within 48 hours.

## Section 4: Attendance

### Mandatory attendance:

You are expected to participate in online school as often as you participate in face-to-face school. This means you must log in daily, and complete any check-ins, assignments, reading etc.. If you are absent from your daily log-ins it will count as an unexcused absence.

According to our policy acceptable indications of attendance in an online course can include:

- Student submission of an academic assignment
- Student submission of an exam
- Documented student participation in an interactive tutorial or computer-assisted instruction
- Student participation in a Zoom lesson with a school staff member

Student's must do more than "log-in" to a Google classroom or ClassDojo in order to be considered in attendance.

## Section 5: Grading

Online assignments and material are given the same weight as they would during your face-to-face instruction. Often, you will see that homework and reading will be assigned during your online time. That reading will be utilized during your in-school instruction, therefore it is very important to complete all assignments/reading in your online classes.

## Section 6: Testing and Exams

### Online Testing:

Teachers may choose to give students tests online. They may also use Google Forms to do online testing which has an option to block outside sites to open while taking the test. Teachers have taken into consideration that you will have resources available during a test, and will create tests and quizzes that will continue to challenge you.

- Ensure that you have ample time to complete your test when you start online, you may not be able to start over once you have begun a test.

- Read all of the directions as you would a regular test, so you understand what you are being asked to do.
- If there are technical difficulties take a screenshot of the problem (make sure you know how to do this on your particular computer before starting) so you can notify the teacher immediately.
- Double check that you have completed ALL of the items before submitting, as you may only be able to submit once.

### Exams:

It is important for teachers to be able to assess your knowledge in a more formal manner at the end of each month and unit of study. Unit assessments may take place in person or online if the student is enrolled in the hybrid option. Students enrolled in online learning will take all unit assessments online. STAR assessments, which track student progress, will take place online for all students on Wednesdays. On days where students take STAR assessments, they will only need to complete iReady Math & ELA intervention and/or MyLexia.

## **Section 7: Zoom Sessions- Live lessons and Office Hours**

Zoom lessons and office hours are a way for students to interact with their teacher while distance learning. These sessions are set up for specific times and a link will be available.

In order to participate, you click the link provided by the teacher, and then enter the provided password. Do not share the password with people who are not a part of the school.

Students will keep microphones on mute unless they have questions or comments in order to limit background noise. If a student has the ability to use a camera, we ask that they do so in order to know that it is the student who has actually signed in.

1. Students must abide by the school's acceptable use policy signed each year.
2. Students must have school appropriate dress at all times.
3. Use professional and polite language during a session.
4. Attempt to keep all background noise and distractions to a minimum. Mute your microphone when the teacher is teaching, and use the chat box for some questions.
5. Promptly exit the meeting when it is over, the teacher is the first one on, and the last one off of the meeting.
6. Only accept google meet invitations from school staff.
7. Give your best effort while participating.

## **Section 8: Meeting Needs for IEP accommodations/504**

### Testing Accommodations:

Many students have accommodations that apply to test situations. The most difficult is having a test read to a student. If you have a student in that situation, here is the Chromebook version of text to speech directions:

- Hear text read aloud  
You can hear full pages read aloud with Chromebook's built-in screen reader or hear parts of a page, including specific words, read aloud with Select-to-speak.

- Listen to all text

To have pages read aloud to you, turn on your Chromebook's built-in screen reader:

1. At the bottom right, select the time. Or press Alt + Shift + s.
  2. Select Settings .
  3. At the bottom, select Advanced.
  4. In the "Accessibility" section, select Manage accessibility features.
  5. Under "Text-to-Speech," turn on Enable ChromeVox (spoken feedback).
- Extended time-just make it so a student is not timed.
  - Student has access to notes:  
Ensure you have emailed notes, or notes are available on the online class in a materials section.

### **Section 8: Cohesive Set up in Google Classroom/ClassDojo/Seesaw**

In order to assist students in organizing online work, and understanding where to go when they are accessing work outside of school, we make the following recommendations:

1. As a team, your department should determine a similar format across the board. Some suggestions include:
  - a. Setting up your assignments/materials in a weekly manner and labeling them similarly (example: Week 1, Qtr 1, September 1-5)
  - b. Setting up your assignments/materials in a Unit manner (Unit 1, Weeks of...)
  - c. Organize by Learning Target (Similar to Unit, but may be smaller chunks)
2. Your department should determine a minimum and maximum amount of assignments.
3. Create a DEMO student account in order to show your students during week 1 how they will find and access materials, turn in materials etc...

## For Traditional Learning Model

### 1. Scholar Rights & Responsibilities

#### *Scholar Rights*

- To feel safe in school environment;
- To take full advantage of the learning opportunities;
- To work in an environment free of disruptions;
- 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; and
- To have the right to due process.

#### *Scholar 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;
- 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 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 the last business day of February otherwise the seat will be given to a new applicant.

## **2. Grading Scale and Course Requirements (Grade 3-4)**

All classes at SANY Elementary school 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.

Report cards in Grade 3 are standards based. This helps to ensure that students are assessed based on their mastery of subject-based standards.

### **Academic Rubric**

- 4- Exceeds standard expectations
- 3- Meets standard expectations
- 2- Progressing with some difficulty
- 1- Difficulty even with additional support

## **Grading Scale and Course Requirements (Grades K-2)**

Scholars in grade K-2 receive grades based on their performance on key descriptor items. These descriptors are based on the most critical components and skills of all core and special area classes. The scale that these are based upon is:

### **Academic Rubric**

- 4- Exceeds grade level expectations
- 3- Meets grade level expectations
- 2- Progressing with some difficulty
- 1- Difficulty even with additional support

### **Skill Indicators**

- C- Consistently
- O- Often
- S-Sometimes
- R-Rarely

## **3. Homework Policy**

Teachers strive to give scholars meaningful homework assignments that enhance scholars' academic development. Homework helps scholars 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. At the elementary level, it is the parent's responsibility to help foster these skills. It is the scholar's responsibility to complete homework and turn it in on time. Late work will be accepted past the due date, within a reasonable timeframe and a penalty. Scholars who submit late work resulting from an excused absence or an extenuating circumstance will not be given a penalty. If the scholar or parents have questions about homework, they should immediately contact the teacher who assigned it.

## **4. Promotion Policy**

### ***Grades K-2 Promotion***

SANY will conduct a full academic review of scholar progress in performance as related to the following elements:

- English Language Arts (ELA)
- Math
- Attendance
- Social and Emotional development

### ***Grades 3 Promotion***

- a. All core subjects must be passed.
- b. All scholars failing any core subject must attend summer school and pass the course to be promoted.
- c. The scholar meets the attendance policy requirements.

The passing score is level 3 and above. The average of the four marking period percentages represents the scholar's final grade for the year.

## **5. Attendance Terms**

SANY scholars are required to attend, at minimum, 162 school days, which is equal to 90% of the total school days. Chronic absenteeism is when a scholar misses 10% or more of the school year for any reason. Chronic absenteeism can lead to scholar retention, as well as a referral to Child Protective Services for Educational Neglect. **ALL absences will count against the minimum days of attendance, regardless of why the scholar was absent.**

As a school, we require documentation for all absences. An absence, tardiness or early departure must be documented if due to illness, death in the family, medical appointment, religious holiday, court appointment, counseling appointment, road test or college exploration.

Scholars should not be absent, tardy, or dismissed early due to family vacation, babysitting, oversleeping, missing the bus, or working.

### *Notes:*

- All absences require verification and legitimate written documentation. Appropriate documentation for absences does not eradicate any absence.
- ALL absences should be documented by emailing the main office, providing a handwritten note from the parent/guardian, or a formal doctor's note. Each day counts as one absence, regardless of the reason.
- If a scholar is absent for three (3) consecutive days due to an illness, he or she will be required to bring in a note to the Main Office from a health care physician.
- The missing assignments due to absences must be completed within two school days. There will be 30% deduction for the assignments missed due to absences.

Families must submit documentation from a licensed healthcare professional in order for the documentation to be considered legitimate written documentation.

Written excuses for absences ***ARE REQUIRED BY NEW YORK STATE LAW***. Upon returning to school, the scholar must have a written explanation giving the following information:

- Scholar's name
- Date(s) of absence
- Grade
- Reason for absence
- Signature of Parent/Guardian
- Letters/notes for absences due to court appearance, college visits and doctor visits due to illness are required.

## 6. Grades K-4 Attendance Policy

To be promoted, scholars are required to attend a minimum of 162 days, which is equal to 90% of the total school days. **ALL absences will count against the minimum days of attendance, regardless of why the scholar was absent.**

## 7. Family Communication for Attendance

- 3 days absent- Parent Contact (Reminder of Attendance Policy)
- 6 days absent- 1st Official Letter Home
- 9 days absent- Attendance Meeting/Official Letter
- 12 days absent- Official Letter (Potential contact of local authorities for wellness check)
- 15 days absent- Official Letter with Attendance Audit & Meeting (Potential CPS Educational Neglect call & Academic Promotion Letter)
- If the scholar exceeds 18 absences, Officials will run a Full Academic Review to determine whether the scholar must attend summer school and/or be retained.
- Alternative Education Setting (AES-*See appendix-B for details*) and out of school suspension (OSS) will not be counted toward the maximum number of days missed.
- If a prolonged absence due to a short-term physical, mental or emotional illness is anticipated and/or occurs, the scholar's parents or guardians must contact the building administrator regarding tutoring. The scholar's physician/mental health professional, must verify any such absence. Tutoring counts as attendance. In addition, for those scholars with chronic health concerns that cause intermittent attendance issues, the building principal will work with the scholar, parents, and classroom teachers of the scholar 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 scholar to receive course credit.
- If your scholar is absent, it is the family's responsibility to coordinate a way to pick up missed work.

*Note:* Scholars may lose privileges, extracurricular activities, or field trips after the attendance hearing.

## 8. Early Dismissal Policy

- a. When a scholar needs to be dismissed early, the parent/guardian will email the main office or call to alert school personnel that a scholar is to be dismissed early.
- b. A designated person for pick-up must come into the main office and sign out the scholar at the main office sign out the scholar at the main office.
- c. The name of the designated person for pick up must be listed on the scholars contact/pick up consent form.
- d. Parent/guardian is to provide written documentation to the office to establish steps to take if, through an emergency a non-designated individual is going to pick up the scholar and bring a photo ID.

## 9. School Tardiness Policy

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

- a. 5 days of tardiness - Parent Contact
- b. 10 days of tardiness - Attendance meeting
- c. 15 days of tardiness - Attendance meeting

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

## 10. Extended Leave

New York State Law does not permit absences for family travel or extended educational travel. Please be advised that school attendance policy applies to extended leave. Under no circumstances will Regents Exams, State Tests, Final Exams and Mid-term exams be excused without medical documentation.

## 11. No School/ School Delay Announcement

Utica School of Science aligns snow day school closings with Utica City School District. UASCS will post all “no School” or emergency school closings/delay announcements using the following channels:

- Local media, i.e. WKTV
- SANY Websites & Official Social Media Sites
- Automated calls for all scholars and parents

## 12. Sickness or Injury During school Day

SANY will have a nurse or first-aid-trained-professional available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse.

If your child becomes ill or are injured during school day they will:

- a. Report to the nurse’s office. If the nurse is unavailable, scholars report to the main office.
- b. Do not leave the building without reporting to the main office.
- c. School nurse and administration will require Scholar pick-up for injured and ill scholars during the day.
  1. All scholars are to have a reliable and available emergency contact who can pick up the scholar as needed.
  2. If a scholar becomes ill during the school day, either with a fever and/or throws up, they cannot return to class, and must be picked up. Scholars must remain symptom free for 24 hours before returning to school.

If your child has any of the following, please keep him/her home: Sore throat, cough, nausea/vomiting, fever of 100 or over, skin rash, diarrhea, swollen glands, head lice or nits, chills, inflamed or discharging eyes, earache, or discharge from ear.

### 13. Communicable Disease

A scholar 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.

### 14. Medication Policy

If a scholar must take medicine at school, these procedures must be followed, as per NYS Education Law in order to protect all children

- a. Parents must bring the medication to the nurse with a written Doctor's order for all medication, including over the counter items, like Tylenol or cough drops.
- b. Scholars CANNOT carry ANY medication or supplement with them to school.
- c. Medication should be in the container prepared by the pharmacist and properly labeled. Over the counter medication must be in the original container.
- d. The medication must be delivered directly to the school nurse by the parent or responsible adult.
- e. The medicine must include the following information:
  - a. Scholar Name
  - b. Name of the medication
  - c. Dosage and frequency
  - d. Time of the medication

### 15. Safety Policy

When scholars enter the building, they must put personal belongings in their assigned cubby.

- a. SANY will not be liable for loss/theft or damage of personal items. Scholars should not bring personal items of value to school.
- b. Scholars' bags, coats, or similar items will be searched.
- c. School cubbies are school property and school reserves the right to access any cubby at any time with regards to the search and seizure law.

**Note:** Scholars CANNOT carry any electronic devices during school day. **SANY is not responsible for the damage, loss or theft of electronic devices.** Violating this policy will result in disciplinary action. Elementary scholars are urged to keep electronic devices at home.

### 16. Lunch Policy

All scholars may buy school lunch or bring from home. They are not allowed to leave the building to buy food or make calls for food deliveries from restaurants. Scholars cannot bring food to distribute to the other scholars. Lunch is to be consumed in the cafeteria. Scholars will be expected to pick up after themselves and dispose of all recyclables, organic compostable, and trash appropriately.

### 17. Celebrations (Food and Drink)

Eating/drinking is NOT allowed in any area of the building except the cafeteria or designated locations within the classroom. Water in a clear plastic container is allowed only in the building.

*Birthday Parties:*

At SANY we are working to promote healthy scholars. This is one reason why we celebrate birthdays without food. Another reason we celebrate birthdays without food is to preserve instructional time. We will still acknowledge all scholars' birthdays as a way to promote acceptance and belonging in the school community, however, we will not use food and simultaneously preserve as much instructional time as possible.

**The principal must approve any parties other than those planned by the school for specific holidays. No party invitations will be distributed at school.**

**18. Public Areas**  
Classrooms, hallways, stairwells, and lavatories are areas used by all members of SANY. Rules of conduct are as follows.

- a. Scholars must have a hall pass.
- b. Scholars may not loiter in the halls, lunchroom or bathrooms or on staircases.
- c. Scholars must walk in the halls, lunchroom, lavatories, or on the staircases.
- d. Scholars must keep these areas clean and safe.
- e. Scholars must report any leaks, spills, or other problems to a teacher.

**19. Phone Calls**

SANY restricts the use of phones and phone calls during school hours.

- Parents calling school during school hours to speak with their child or teacher are restricted unless there is an emergency.
- Messages will be taken and delivered to scholars.
- Phone calls to teachers during the school day will not be accepted, unless the teacher is expecting your call and it is pre-approved.

**20. Field Trips**

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

- a. Scholars 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. Scholars must wear school uniforms unless otherwise specified.
- c. Scholars must abide by SANY schools code of student conduct while on the field trip.
- d. Be advised that academic and disciplinary restrictions may apply:
  - a. A scholar who receives 3 referrals in a 30 day period will require a parent/guardian chaperone.
  - b. scholars who get any OSS 30 days prior to field trip may not be permitted to go to school field trip.
  - c. A scholar who displays defiant, unsafe behavior on a field trip will require parent/guardian chaperone on future trips.
  - d. A scholar who receives a referral for a deliberate, physical altercation will require a parent/guardian chaperone.

- e. If a scholar requires a parent/guardian chaperone for the aforementioned concerns, the chaperone must meet at the school at least 15 minutes prior to the departure of the school bus. If the parent/guardian does not show to the school, the child will not board the school bus and or transported to the field trip.
- f. The chaperone must be subject to the approval of the Dean of Students and/or Behavioral Specialist.

## **21. After-School Activities**

Scholars must follow these rules during after school hours:

- a. Scholars cannot leave the building at dismissal and then return unless they are instructed to do so.
- b. Scholars must be with the event supervisor at all times.
- c. Parents must arrange the transportation and arrive promptly for scholar pick-up.
- d. Scholars must abide by the SANY Code of Conduct.
- e. Be advised that academic and disciplinary restrictions may apply:
  - a. A scholar who receives 3 referrals in a 30 day period will require a parent/guardian chaperone
  - b. Scholars who get any OSS 30 days prior to activity may require a parent/guardian chaperone
  - c. A scholar who displays defiant, unsafe behavior on a field trip will require parent/guardian chaperone on future trips
  - d. A scholar who receives a referral for a deliberate, physical altercation will require a parent/guardian chaperone.
  - e. If a scholar requires a parent/guardian chaperone for the aforementioned concerns, the chaperone must meet at the school at least 15 minutes prior to the departure of the school bus. If the parent/guardian does not show to the school, the child will not board the school bus and or transported to the field trip.
  - f. The chaperone must be subject to the approval of the Dean of Students and/or Behavioral Specialist.

## **22. Textbook, Technology, and Instructional Supplies**

SANY provides scholars with the textbooks, technology, and instructional supplies. Scholars are responsible for the condition of these materials. Parents will be responsible to pay for any books, technology, or instructional supplies that are damaged, lost, stolen, defaced, or not returned.

## **23. Visitors**

SANY Security/Office personnel will obtain clearance for all visitors upon sign in. All visitors must present an official photo ID in order to gain access to the school building. Once clearance has been established visitors will complete the sign in process and obtain a visitor badge. The badge must be worn at all times while on SANY Academy property. All visitors will be escorted to and from their desired location. school reserves the right to revoke visitor status and privileges at administrative discretion.

# UTICA ACADEMY OF SCIENCE

ELEMENTARY SCHOOL | GRADES K - 2



## STUDENT CODE OF CONDUCT

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W W W . U A S C S . O R G

**Dear Parents and Scholars,**

Science Academies of New York administration and faculty are dedicated to establishing a **positive culture** where scholars are safe and comfortable. This climate is necessary to provide appropriate education to our valued scholars. The first component of a positive culture is establishing clear expectations for scholars. SANY's **positive behavior expectations** for scholars are as follows:

1. I will be ***respectful*** to all members of our community
2. I will be ***prepared and ready*** to learn
3. I will keep myself and others ***safe***
4. I will be ***responsible***

***These expectations are expected to be followed on property (including transportation), and at every event.***

The second component of a positive climate is safety and a well-established code of conduct. Therefore, the Scholar code of conduct has been developed to establish and enrich healthy behavioral expectations, rules and regulations. Please take time to review the SANY Elementary Expectations with your child.

**A. Non-Negotiables**

1. Dress Code
2. Electronic Devices
3. Locker/Cubby Usage
4. Food and Drink
5. Reinstatement Meeting

**B. General Conduct****C. Positive Recognition and Rewards****D. Minor Infractions**

- a. Class DOJO

**E. Major Infractions**

- a. Code Blue
- b. Code Orange
- c. Code Red

**F. Bus Conduct**

- a. Expectations
- b. Infractions
- c. Tiered Consequences

## NON-NEGOTIABLE

### 1. Dress Code Policy and Procedure

Scholars are expected to arrive at school in proper uniform. Uniforms should be in a condition which demonstrates pride in themselves and their school. Scholars who arrive at school out of Dress Code will be immediately sent to the office for parent contact and will be able to return to class when in proper uniform.

***For regular days, scholars are to wear only:***

- Khaki or Navy Blue slacks or joggers (No cargo pants, or sweatpants) or knee length khaki or navy blue skirts or knee length or longer khaki or navy blue dress shorts
- Light Blue and Burgundy polo shirts with logo
- Any color of shoes (No flip-flops, open toe-shoes, high heels, or sandals)

***IMPORTANT:***

1. *Scholars 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. Scholars will only be able to “dress down” when that privilege is earned
4. Scholars who do not return to school are considered absent
5. No undergarments should be visible
6. Wearing uniform inappropriately is considered a Dress Code Violation (see Appendix-C 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, scholars, and parents/guardians in advance and will not be a regular occurrence
10. Scholars are required to wear stockings or leggings underneath all skirts.
11. Scholars may wear long sleeve shirt under their SANY polo
12. Scholars must store purses, clutches, fannypack and/or small decorative bag inside of their bookbag and is not to be carried in the school building

## 2. Electronic Device Policy

Personal electronics are not allowed to be visible on any part of school grounds. There is no use of video recording or photos except under the direct supervision of a teacher, with approval from administration.

Elementary scholars are encouraged not to bring electronics to school. If necessary, electronics shall be kept turned off and secured in the scholar's backpack for the duration of school day. **SANY is not responsible to investigate or replace any lost or stolen electronic devices.**

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

1. Scholars must surrender the phone to school staff
2. The Dean of Students keeps the phone and contacts the parents.
3. School administration keeps the phone for:
 

First Offense	- Parents must pick-up the device
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

\*Scholars who refuse to surrender their phones will be sent home and given a referral for refusal to follow administrative directions.

## 3. Locker/Cubby Use

The scholars are responsible for all items in their lockers/cubbies and any items lost or stolen. Scholars are not to share lockers/cubbies under any circumstances. Scholars are responsible for maintaining a clean and sanitary locker/cubby. The lockers/cubby are the property of SANY, therefore the administration has the right to search all lockers/cubbies at any time if it is necessary or there is reasonable suspicion.

## 4. Food or Drink

Eating/drinking, outside of designated breakfast, snack and lunch times, is NOT allowed in any area of the building except the cafeteria. Water in a clear plastic container is allowed. Celebrations without food are required by SANY.

## 5. Reinstatement Meetings

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

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

## B. GENERAL CONDUCT

Acceptable conduct is based on respect for self, scholars, faculty, staff and property. Specifically:

- (1) Scholars must follow directions or requests of any staff member the first time.
- (2) Running, “horseplay” and loud or boisterous conduct are considered to be unacceptable behaviors in school and on school buses.
- (3) Food may not be taken from the cafeteria. Eating or drinking is only allowed in the cafeteria or in designated areas. Glass bottles are not allowed in the buildings or on school property.

Failure to observe these rules of conduct may lead to disciplinary actions. Scholar access to the cafeteria, computer rooms, or other areas of school may be restricted for a period of time due to inappropriate behavior in such areas by the Scholar.

## C. POSITIVE RECOGNITION AND REWARDS

At SANY, we believe in the PBIS model to encourage positive behaviors. In all areas of the school setting, scholars will be given opportunities to earn positive points, through class DOJO. At the end of every month individual scholars and classrooms will be recognized at a Scholar of the Month Ceremony. Scholar recognition will be based on monthly character traits, scholar efforts, and academic achievements. Scholars who earn the highest number of DOJO points in each class and grade level will receive special recognition.

There are monthly incentives where scholars may earn a designated reward. These incentives include:

September	Dance Party
October	Surprise prize/ Dress Down
November	Game Day
December	Waffle Bar (in place of traditional breakfast)
January	Bonus Free Play
February	Arts & Crafts
March	Dress to Impress Day
April	Ice Cream Social
May	Administrative Surprise
June	Tie Dye or other craft

At SANY, we greatly value attendance as it positively impacts achievement and culture. Scholars will be given the opportunity to gain recognition and prizes monthly, quarterly and yearly for their perfect attendance.

## D. MINOR INFRACTIONS

Minor infractions will be acknowledged through class DOJO. Teachers, faculty, staff, and administration may issue a zero point acknowledgement in “yellow” to scholars who need reminders to be safe and be respectful. Scholars will have opportunities for redirections, reminders, and interventions before being issued a classroom consequence. Scholars will be issued an immediate zero point acknowledgement when they are exhibiting unsafe, minor behaviors and demonstrating disrespectful attitudes towards others. Repetitive minor infractions, across the school day, may result in scholar referral.

1. **Unsafe behavior**
2. **Disrespectful actions towards any member of our community**
3. **Failure to follow a reasonable request**
4. **Disruption to the learning environment**

## 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</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 scholars</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> <li>13. Academic dishonesty</li> <li>14. Skipping class</li> </ol>	<ul style="list-style-type: none"> <li>● Lunch Detention</li> <li>● After Detention</li> <li>● Multiple After Detentions</li> <li>● Saturday Detentions 1-5 days</li> <li>● AES placement 1-10 days</li> <li>● 1-3 days out of school suspension</li> </ul> <p><b>NOTE:</b> Depending 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. Inappropriate physical contact</li> <li>2. Conduct that ignores the others’ health or safety</li> <li>3. Damage to school or private property (Parent pays cost of damage)</li> <li>4. Demonstrating disrespectful attitudes toward administrators</li> <li>5. Entering school under the influence 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 (in person or on social media)</li> <li>9. Harassment with offensive expressions or gestures</li> <li>10. Harassment with unwelcome sexual advances</li> <li>11. Inappropriate use of technology</li> <li>12. Infiltrating the SAS database</li> <li>13. Leaving school grounds without permission</li> <li>14. Offensive, sexually-oriented or threatening messages, pictures or symbols</li> <li>15. Physical attack on scholar</li> <li>16. Profanity towards staff in any format (verbal, written, online, etc.)</li> <li>17. Refusing or ignoring to follow administrator’s direction</li> <li>18. Resistance toward school administrators, public safety officers, or security personnel</li> <li>19. Unauthorized possession of a prescription or over the counter medication</li> <li>20. Verbally or physically challenging administrative authority</li> <li>21. Posting pictures or videos of staff or scholars on social media without permission.</li> <li>22. Inappropriate contact to teachers</li> <li>23. Bus referral</li> </ol>	<ul style="list-style-type: none"> <li>● Multiple days of AES</li> <li>● Social Probation</li> <li>● Bus Suspension</li> <li>● Bus Expulsion</li> <li>● 1-3 days of OSS and or Multiple AES</li> <li>● 5 days OSS without hearing</li> <li>● 5 Days OSS with hearing</li> <li>● Expulsion</li> </ul> <p><b>TERMS</b></p> <ol style="list-style-type: none"> <li>1. A scholar who curses at any staff may not continue with his/her regular schedule for the day. He/she may be sent home or placed in AES for the day.</li> <li>2. A scholar who refuses to follow administrative instruction is immediately sent home for the day.</li> <li>3. Scholars will require a parent/guardian to attend subsequent field trips and school-wide social events when they:             <ol style="list-style-type: none"> <li>a. are unsafe on a previous trip or event</li> <li>b. have received OSS prior to the trip or event</li> <li>c. have received multiple referrals prior to the trip or event</li> </ol> </li> <li>4. Parents and scholars must sign the code of conduct contract after the first fight.</li> <li>5. Repetitive infractions end up with long term suspension or expulsion.</li> <li>6. Depending on severity of the listed infraction and/or scholar's’ disciplinary history, administrators issue any of the listed consequences starting from AES to expulsion referral.</li> </ol>

## 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 instrument capable of inflicting bodily harm, or potentially causing a dangerous situation
9. Possession of:
  - a. a stabbing/cutting instrument
  - b. weapon (firearm, starter pistol, bb gun)
  - c. harmful biological or toxic substances
  - d. instrument that could bludgeon, cause concussion, or injury
  - e. other deadly weapon
  - f. tobacco, alcohol, illegal drugs, or related paraphernalia
  - g. e-cigarette and any substance
10. Possession of, or involvement in the planning, making, or use of, an explosive, incendiary or chemical device
11. Rape
12. Retaliation against any school affiliated personnel
13. Robbery/Extortion
14. Sale of controlled substances or possession with intent to deliver or distribute
15. Threats related to any other weapon, including biological or toxic substances
16. Threats to kill or seriously injure any member of our school community
17. Posting explicit pictures or video of staff or scholars on social media

**Code Red Consequence:** Suspension, which may lead to a Superintendent's Hearing, to determine a long-term suspension and/or a referral for Expulsion.

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

## F. Bus Conduct

### *Expectations*

- Follow the directions given by the bus driver, substitute, or aide and be respectful.
- When waiting at a bus stop, wait in a line that starts well back from the curb.
- If crossing a street to or from a school bus, cross only in front of the stopped bus when the STOP paddle is out and red lights are flashing.
- If crossing the street at an intersection, cross with the green light and WALK signal.
- Get on or off the bus only when it is completely stopped.
- If the bus driver asks a scholar to sit in a particular seat, the scholar should follow that request.
- Sit in only one seat; do not save seats for others.
- Stay in your seat at all times the bus is moving.
- If there is a seat belt, keep it fastened.
- Keep the aisles of the bus clear.
- Help keep the bus clean by keeping waste paper off the floor.
- Get off the bus only at your assigned stop.
- In the morning, be at your stop ten minutes before the scheduled pick-up time. (Buses will not wait for scholars who are not present).
- If scholars miss the bus, the parent/guardian will need to pick up or drop off to and from school
- Only leave the bus at your designated stop.
- Do not stand when the bus is moving.
- Do not place any part of your body outside the bus windows (including hands, arms, and head).
- Do not bring anything onto the bus that is heavy, sharp, or bulky or could affect the safety of other bus riders. This includes skateboards, sticks, unicycles, skis or vaulting poles, breakable containers, strap or pin sticking out from clothing, or anything flammable.
- Weapons, including knives and guns, are strictly prohibited. There is a zero tolerance policy on weapons.
- Do not eat or drink on the bus.
- Do not bring matches or tobacco on the bus.
- Do not open windows, unless you have permission from the bus driver.
- Do not take photos or videos of scholars or the driver without their permission.

### **Discipline procedures**

All instances of misbehavior on the bus and at bus stops are serious, because it can affect scholar safety and well-being.

#### **Discipline ranges from warning to expulsion.**

**Major offenses** are very serious. The scholar who commits a major offense will be suspended from riding the bus. The length of the suspension will depend on the severity of the major offense. For each offense, a scholar receives a Bus Incident Report. A copy will be sent to the parent/guardian. When a scholar receives several incident reports, this will result in suspension of three to 30 days, or for the remainder of the school year, depending on the offense. If a scholar is suspended or expelled from the school bus, they must be transported to and from school by a parent and/or guardian. **Minor offense:**

- Verbal warning from driver to scholar. Driver/School officials may also contact the parent/guardian.

- Written warning from driver to scholar: The driver verbally warns the scholar, completes a Bus Referral, and submits it to the Dean of Students. Copies are sent home to the parent/guardian.
- Student will be counseled
- Parent conference
- In-school consequences, such as lunch detention, AES, etc.

#### **Subsequent offenses may result in:**

- Parent notification and parent conference
- Bus suspension of 1, 3, or 5 days, depending on the number of infractions and severity of behavior
- Loss of bus privileges for two weeks, or permanent bus suspension depending on number of infractions and severity of behavior

#### **Major offense:**

- The scholar will be suspended from riding the bus.
- The driver completes a Bus Referral; a copy is sent home to the parent/guardian.
- When suspended, the scholar is not allowed to ride any district bus for a specified period of time, this includes after school activity buses.
- Parents/guardians may be contacted to discuss the scholar's behavior

#### **Suspendable offenses (Code Orange)**

We want the ride to and from school to be safe and comfortable for everyone on the bus. We ask that scholars help create that environment -- and when they don't, they may face consequences.

Scholars may be suspended from riding the bus for committing any of the offenses listed below:

- Defying the bus driver.
- Fighting with another scholar or with the driver.
- Inappropriate dress or stages of undress.
- Riding a bus that is not the assigned bus without the permission of a parent/guardian and school.
- Exiting at the wrong bus stop without permission from the parent/guardian and school.
- Failing to give a name, or giving a false name, to the driver when asked.
- Doing anything on the bus that seriously harms the safety of others.
- Smoking.
- Opening an emergency exit or exiting by an emergency exit or the window.
- Possessing banned items on the bus: drugs, alcohol, bullets, explosives, fireworks or weapons.
- Making a bomb threat.
- Inappropriate displays of affection.
- Bullying or harassment of other scholars or the driver.
- Throwing anything from the bus.
- Making obscene gestures.
- Speaking profanely or making racial slurs to anyone on the bus.
- Using laser lights.
- Spitting or biting.

## Appendix A: Definitions

### Saturday Academy Detention Terms

- Scholars must report in uniform.
- Parents/guardians are responsible for drop off and pick up.
- Scholars must provide their own lunch.
- No scholars will be allowed to enter after 9:30 A.M. Detention will be rescheduled for the following Saturday.
- Scholars who do not attend the assigned Saturday Academy Detention will have one opportunity for a reschedule. If the scholar does not show to the second assigned Saturday Detention, a suspension will take its place.
- Scholars who disrupt the detention are sent home and the scholars are expected to make up the day.
- The scholar must complete the assigned tasks.

### After School Detention Terms

- The parent/guardian is responsible to arrange the transportation.
- Scholars who disrupt the detention are sent home and the scholars are expected to make up the detention.
- In order to serve detention, the scholar must follow the AES rules and regulations.
- The scholar must complete the assigned tasks.

## Appendix B: Alternative Educational Setting (AES)

AES is a directed study in a temporary alternative setting which provides scholars an opportunity to complete the required work with a teacher's individual help. The purpose of the AES is to provide scholars, who are having a difficult time in a regular setting, to complete the required education in an alternative room.

### *AES Procedures:*

1. Administrators are the only authority to assign the scholars in AES.
2. The assignments of the day are provided to the scholars.
3. The scholars complete each assignment by following the directions.
4. The teachers will visit the AES room throughout the day to provide instruction and answer scholars' questions.
5. If a scholar fails to meet the AES Code of Conduct, s/he is sent home. The AES will be rescheduled or additional consequences will be directed.
6. Scholars must complete the assigned AES days to return the regular classes (any sort of absences are not considered as AES day).
7. The supervisor collects all the completed assignments at the end of the day.

### *Scholars must comply with the following AES Code of Conduct:*

1. Scholars report to the room at 8:30 AM in the morning and sign in.
2. Scholars sit in the assigned seat only.
3. Scholars copy and sign the AES contract and return it to the supervisor.
4. Scholars complete the assigned work individually.
5. Scholars take notes or write questions to ask for help from the teachers when they arrive.

- 6.** Scholars have to sign in and out when they leave the room for bathroom
- 7.** Scholars must follow instructions given by the supervisor, teacher or administrator.
- 8.** Scholars are NOT allowed to:
  - a.** Talk to each other
  - b.** Work together
  - c.** Make any sort of noise/disruption
  - d.** Leave the room without permission
  - e.** Bathroom breaks will be scheduled.
- 9.** Scholars must return all the completed work to the supervisor before leaving the room.
- 10.** Scholars, who fail to meet the AES expectation, will be sent home after the parent's informed.
- 11.** Scholars, who are sent home, have to make up the missing day.

## **Appendix C- Additional Dress Code Requirements and Limitations**

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

1. Jewelry should be appropriate for school and not attract undue attention. SANY reserves the right to decide on the appropriateness of jewelry
2. Scholars 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. Cosmetics should be appropriate for school and not attract undue attention.
5. The following items are not to be worn or brought into classrooms and should be removed and stored in lockers prior to scholars' first class: Jackets, hats, caps, berets, scarves, bandanas and other headgear, winter hats, mittens and gloves.
6. Uniforms may not be ripped, have holes, or have decorative alterations

### *Dress Down Days*

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

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

1. Baggy or sagging slacks: Sagging bottoms are not permitted and displaying of undergarments is a violation of dress code. Those scholars whose bottoms do not rest appropriately at their waist should wear a belt.
2. Skinny pants/jeans, skin tight, body-hugging materials
3. Clothing made from a lycra or stretch material
4. Jeans/denim fabric including dark wash
5. Defacing of the SANY uniform polo shirt by writing, cutting, tearing etc; those scholars 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 SANY 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. Waist and/or hem should never be rolled to shorten length of skirt
10. Hoods must be down at all times in the building (Not worn on head)

If a scholar 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 scholar refrain from changing his/her clothes, a parent/guardian will be called and the scholar 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)

## Acknowledgement and Acceptance of Student Handbook

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

Please be advised that all State and Federal laws exceed our Student Handbook,

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

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

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

Scholar Signature

Date

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Parent Signature

Date

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