

GENERAL ADMINISTRATION DIVISION

Report No. 2

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

---

SUBJECT: First Review and Discussion of Proposed Changes to the 2019-2020 Code of Conduct

DATE: June 3, 2019

REASON FOR BOARD CONSIDERATION:

The Board of Education must review and approve all policies and regulations of the Ogdensburg City School District.

FACTS AND ANALYSIS:

As mandated by Project Save (Safe Schools Against Violence in Education) the Board of Education of the Ogdensburg City School District must re-adopt the Code of Conduct for the District annually to ensure a safe and orderly environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. At this time, Mrs. Cynthia Tuttle, Principal of Grades 9-12, is present this evening to review proposed changes to the Code of Conduct for the 2019-2020 school year with the Commissioners and to answer any questions the Commissioners may have regarding the proposed changes to the Code of Conduct.

RECOMMENDED ACTION:

No action necessary - First Review and Discussion only.

APPROVED FOR PRESENTATION TO THE BOARD:



Superintendent

KK/alf  
Attachment

**Ogdensburg City School District**  
**1100 State Street**  
**Ogdensburg, New York 13669**



*Memorandum*  
*Cindy Tuttle, Principal 9-12*

---

TO: Alane Farrell

FROM: Cindy Tuttle, Principal 9-12

DATE: Monday, May 6, 2019

RE: Code of Conduct Revisions for 2019-2020

The following are suggested changes for the 2019-2020 Ogdensburg City School District Code of Conduct. If you have any questions, please feel free to contact me.

Thank you!

1. Page 5 – change Kennedy and Madill principals to Christina, SueEllen, and Amy
2. Page 14 – add 1B. Lunch Detention – Principals and Superintendent may assign “lunch detention” in lieu of after-school detention when applicable/at their discretion.
3. Page 33 – change Madill and Kennedy principals to Christina, SueEllen, and Amy
4. Page 36 – section Tardiness and Signing In: 4<sup>th</sup> line down – middle – add “(or designee)” after principal.
5. Page 37 – section ATTENDANCE AND COURSE CREDIT: 3<sup>rd</sup> paragraph, last line should read “...participation and behavior, and must have completed the course. Administrative approval is required.”
6. Page 40 – section ACADEMIC RECOGNITION: #1 – insert “overall” before “academic average”  
ALSO, same section – delete “in all subjects”
7. Page 45 – section CREDITS: Revise to read as follows: “All students, grades 9-12, must be enrolled in six (6) classes plus physical education each semester. As well, whenever possible, students will not have >2 study halls per day.”
8. Page 45 – section RULES OF DETENTION – delete “the detention level being raised to the next level.” and add: “ISS on the following day.”
9. Page 45 – same section – 3<sup>rd</sup> line down – delete extra “to D”
10. Page 45 – same section – 4<sup>th</sup> line from the bottom – add a space between “ateacher”
11. Page 46 – section ID Cards: delete “NO I.D. - NO ENTRY – NO EXCEPTIONS”

12. Page 51 – section GIFTED AND TALENTED: delete “English” and “Social Studies”
13. Page 53 – change Mr. Richard Christy to Mrs. Lynnette VanTassel
14. Page 57 – as follows:

## **2019-2020**

### **INTERIM REPORTS**

Quarter 1 – Wednesday, October 2, 2019  
Quarter 2 – Wednesday, December 11, 2019  
Quarter 3 – Wednesday, March 4, 2020  
Quarter 4 – Wednesday, May 20, 2020

### **MARKING PERIODS**

Quarter 1 – Friday, November 1, 2019 – 42 days  
Quarter 2 – Friday, January 24, 2020 – 44 days  
Quarter 3 – Thursday, April 9, 2020 – 48 days  
Quarter 4 – Friday, June 26, 2020 – 49 days

15. Change all headers to “2019-2020”
16. Page 73 – change calendar to 2019-2020
17. Page 66 – Consequences: see attachments

## OGDENSBURG CITY SCHOOL DISTRICT – CODE OF CONDUCT - 2018-2019

including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination, bullying and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

### No student shall be discriminated against, bullied or harassed based on:

- |                           |                |                                     |                     |
|---------------------------|----------------|-------------------------------------|---------------------|
| *Actual or Perceived Race | *Religion      | *Color                              | *Religious Practice |
| *National Origin          | *Disability    | *Weight                             | *Sexual Orientation |
| *Ethnic Group             | *Gender or Sex | *Any other legally protected status |                     |

It is important to keep in mind that the intent of the law is to protect ALL students. For example, while height is not specifically addressed by the law, a student harassed for being short or tall would also be protected.

Prevention is the cornerstone of the District's effort to address bullying and harassment. In order to implement this anti-bullying prevention program, the Board will designate, at its annual organizational meeting, individuals at each school to act as the Dignity for All Students Act Coordinator (DASA Coordinator). These individuals shall be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex and any other legally protected status.

The DASA Coordinators will be responsible for assisting in coordinating and enforcing the requirements of the Dignity for All Students Act and its related policies and regulations at each school building, including but not limited to:

- Professional development for staff members;
- The complaint process; and
- Management of the Dignity Act's civility curriculum components.

### The District's designated DASA Coordinators are:

Grant C. Madill Elementary School: Paula B. Scott, pscott@ogdensburgk12.org Principal – 315-393-7729  
John F. Kennedy Elementary School: Susan A. Jacobs, sjacobs@ogdensburgk12.org Principal – 315-393-4264  
John F. Kennedy Elementary School: Jacquelyn L. Kelly, jkelly@ogdensburgk12.org Principal – 315-393-4264  
Ogdensburg Free Academy: Cynthia L. Tuttle, ctuttle@ogdensburgk12.org HS Principal - 315-393-0900, Ext. 31912  
Ogdensburg Free Academy: Anthony E. Bjork, tbjork@ogdensburgk12.org -HS Assist. Principal-315-393-0900, Ext. 31922  
Ogdensburg Free Academy: David G. Price, dprice@ogdensburgk12.org-7/8 Principal-315-393-0900, Ext. 31925

There is nothing in this Code of Conduct that encourages or allows any abridgement or nullification of existing state and federal guidelines regarding the rights of students. The equal protection of students' rights, as explained in Title IX, the Americans With Disabilities Act, and other state and federal laws will continue to be recognized and enforced.

The Ogdensburg City School District students have a right to expect fair treatment and proper application of all regulations and applicable laws. With each right comes a responsibility to exercise that right fairly and to contribute to the betterment of our community and our society. The following list of Rights and Responsibilities are provided as guidelines for our students.

## OGDENSBURG CITY SCHOOL DISTRICT – CODE OF CONDUCT - 2018-2019

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

### A. Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral or written warning - any member of the district staff
2. Written notification to parent - principal, superintendent
3. Detention - teachers, principal, assistant principals, superintendent
4. Suspension from transportation - principal, superintendent
5. Suspension from athletic participation - coaches, athletic director, principal, superintendent
6. Suspension from social or extracurricular activities – advisors, principal, superintendent
7. Suspension of other privileges - principal, superintendent
8. In-school suspension - principal, superintendent
9. Removal from classroom by teacher - teachers, principal
10. Short-term (five days or less) suspension from school - principal, superintendent, board of education
11. Long-term (more than five days) suspension from school  
Principal, superintendent, board of education
12. Permanent suspension from school - superintendent, board of education.

### B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than oral or written warnings or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

#### 1. Detention

Teachers, principals and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate.

#### 2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

XIX. Principal List

**Principals:**

Ogdensburg Free Academy – 315-393-0900

Ext. 31912- 9-12 office

Ext. 31925 - 7/8 office

Cynthia L. Tuttle - Principal 9-12

Anthony E. Bjork - Assistant Principal

David G. Price- Principal 7-8

John F. Kennedy Elementary School - 315-393-4264, Ext. 32902

Susan A. Jacobs – Principal, Grades 3-6

Jacquelyn L. Kelly, Principal, Grades UPK-2

Grant C. Madill Elementary School -315-393-7729, Ext. 33950

Paula B. Scott, Principal

Attendance Request Form signed by the parent which details the absence must be presented to the homeroom or classroom teacher the day the student returns to school. The Form will document: the date the form was completed, the student's full name, date of absence, reason for absence, and the signature of a parent or guardian. If an Attendance Request Form is not returned within two days of an absence, the absence will be recorded as unexcused. Absences due to extenuating circumstances will be addressed by the principal.

Most absences not mentioned in the paragraph above will be interpreted as unexcused. Examples of unexcused absences include, but are not limited to:

- ☐ truancy (parents expect the students to be in school)
- ☐ working
- ☐ vacation, visiting, away, going out of town, shopping, etc
- ☐ needed at home, caring for baby, personal family business, helping at home, etc
- ☐ overslept, ride was late, missed ride, ride did not show, etc
- ☐ appointment, other than medical, legal, or administratively approved
- ☐ hunting, fishing, skiing, or other recreational interests
- ☐ non-educational trips
- ☐ only has study halls
- ☐ routine probation appointments that can be done after school hours
- ☐ it is my fault, not my child's
- ☐ any other absence not related to illness or an emergency situation

The school district is free to act upon valid and legally competent evidence (not hearsay statements) to substantiate acts of misconduct, even if it is controverted by the parent(s). It is up to the school district to determine the credibility of the competing versions of the facts.

#### Tardiness and Signing In

Students arriving late to school or to class for any reason, excused or unexcused, disrupt the educational process not only for themselves, but for their classmates as well. Students arriving late to school must report to the office with a completed Attendance Request Form. The Form should include the date the note was written, the student's full name, date of absence, reason for absence, and the signature of a parent or guardian. A principal will review the Attendance Request Form to determine whether the lateness is excused or unexcused. Students without a completed Attendance Request Form will be considered unexcused. When circumstances preclude the student from providing a completed Attendance Request Form, parent/guardian will be contacted for a completed Attendance Request Form to be submitted prior to the start of the next school day. Failure to sign in and unexcused tardiness will be addressed via the guideline in the student code of conduct.

#### Early Departure

Education is everyone's priority. Therefore a request to depart early to conduct business that could be done after 2:50 may not be granted. Study halls are considered an integral part of the school day. Having one does not constitute an appropriate reason to depart early.

The school day for each student begins as soon as he/she arrives on school property. Once on school grounds, a student needs the permission of a principal to leave the school grounds. Students who do not comply will be considered truant.

To be released from any portion of the school day, a completed Attendance Request Form must be provided prior to the start of the school day. Appropriate school personnel will review the request to ensure that it meets the criteria of an excused absence. If it does not, the student and the parent will be notified and the missed time will be classified as unexcused. If a situation precludes a student from presenting a completed Attendance Request Form, the principal will contact the parent to verify the appointment. In UPK-6, the parent must provide a completed Attendance Request Form when picking up the student. In grades 7-12, the parent must provide the written note prior to the start of the next school day.

Students who are late for or need to depart early from classes held at Northwest Tech must have the approval of an OFA principal prior to attending classes or exiting the building at Northwest Tech.

#### Students Late For Class

Teachers in grades 7-12 will take attendance at the beginning of each class, record the students who are absent, and notify the office of those students who arrive late. Any student missing 15 minutes or more of a class is to be considered absent.

CODING SYSTEM FOR ABSENCES

The following codes are the codes used in the schooltool system:

Present	P	Tardy, Unexcused	TU
Absent, Excused	AE	Tardy, Unknown Reason	T
Absent, Unexcused	AU	Daily Present (In School Suspension or	DP
Absent, Unknown Reason	AB	Home Tutor)	
Tardy, Excused	TE		

ATTENDANCE AND COURSE CREDIT

The district believes that classroom participation affects a student's performance and grasp of the subject matter. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade.

In grades 7-12, any student with more than twenty-four (24) absences in a full-credit course, twelve (12) absences in a half-credit course, or eight (8) absences in a quarter-credit course may not receive credit for the course. Guidance counselors will hold preliminary attendance hearings as an intervention for students who exhibit attendance concerns throughout the school year. An administrative attendance hearing will be conducted with the student, parent, counselor, and teacher(s) at approximately absence #18 for a full-year course and #9 for a ½ year course.

Students who are denied credit due to attendance reasons will be advised at their attendance hearing of the option of attending summer school. To qualify for summer school, the student must earn a recommendation from the teacher based on participation and behavior. Administrative approval is required. *see memo*

With the permission of the classroom teacher, a student may complete make up work for an excused absence, tardiness, or early departure. The method and time requirement to make up work for a short-term absence is at teacher discretion. Some lessons require class participation and may not be able to be made up. Any student who misses a class must take the responsibility to check with the teacher regarding what work must be completed. For an unexcused class absence, make-up work will be allowed at the discretion of the teacher.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of scheduled class meetings during this enrollment.

If a student reaches the maximum number of absences, the classroom teacher will complete an attendance form and notify the building principal. A copy of the attendance form will be sent to the parent/guardian. Students will not be given credit for work until completion of a hearing.

Students who believe that special consideration should be given may appeal in writing to the principal within five (5) school days from the date of notification. The written appeal should contain the student's attendance record and any supporting data such as hospitalization records. The student, parent, principal, and teacher will meet to hear the appeal and determine whether an exception and extended make-up time is warranted. Otherwise, course credit will not be given.

A suspension is not counted as an absence. To receive credit for the class, a student must complete the class work.

INCENTIVES AND SANCTIONS

To encourage student attendance, the District will develop and implement grade appropriate/building level strategies and programs that may include, but are not limited to:

- ☐ attendance honor rolls
- ☐ perfect attendance awards
- ☐ special events
- ☐ grade level awards
- ☐ classroom rewards

Unexcused absences, tardiness, and early departures will result in disciplinary sanctions as described in the code of conduct for each school. Consequences may include, but are not limited to:

- ☐ In school suspension
- ☐ Extended detention
- ☐ Denial of participation in interscholastic and extracurricular activities

Perfect attendance means no tardiness, early departures, class cuts, or absences.



### ACADEMIC RECOGNITION

A special evening is to be held annually promoting academic excellence and achievement for the students in the Ogdensburg Free Academy.

The students are chosen for their academic achievement and the following criteria will be utilized:

1. Those students with an academic average of 88.5 (or rounded to the nearest tenth) or above in all subjects.
2. The average will be computed after the third marking period of the school year.
3. An eligible student must remain in the same courses as at the start of the school year, or in courses of similar difficulty. The student must carry a full schedule of academic subjects in addition to physical education.
4. Course of study or curriculum is not a factor.
5. Students transferring in from other schools will be eligible if their average is 88.5 (or rounded to the nearest tenth) or above using transferred grades and grades earned in the Ogdensburg Free Academy. A transfer student must have attended the Ogdensburg Free Academy for at least one full marking period prior to selection for recognition.
6. All participating students will have had the official certification of their school principal.
7. To be seated at the head table, a student must: (a) complete  $\geq 5$  semesters of high school credits at Ogdensburg Free Academy, and (b) be otherwise eligible for academic recognition.

### ADVANCE PLACEMENT COURSES

Students enrolled in AP (Advanced Placement) level courses are expected to take the AP exam. All averages (marking period, mid-term, and final) will be reported as weighted by factor of 1.075. If a student does not take the AP exam, his/her weighted grade will revert back to the "unweighted" grade and the student will lose AP designation from his/her transcript.

### ATHLETIC ELIGIBILITY

All provisions of the Code of Conduct and Student Handbook are applicable to all student athletes while participating on a team. In addition to those provisions:

1. Each athlete is responsible for the safekeeping and care of athletic equipment issued to him/her. No athlete can compete in another sport until all issued equipment is turned in or until the student reimburses the District for the cost of the equipment.
2. Coaches will set their rules on curfews, cutting practice and team discipline. Students will be informed at the beginning of each season of these rules and the breaking of the rules could lead to suspension from a squad by the building principal.
3. Athletes are responsible for reporting any injury sustained during a practice or game to their coach and/or Health Office.
4. Athletes on a physical education medical excuse are not allowed to practice or play in athletics.
5. Any student failing Physical Education may not participate in athletics until the average is brought to the passing level.

Please note that if a student-athlete is present at a gathering involving the illegal use of tobacco products, alcohol, drugs, or performance-enhancing drugs/supplements (i.e. Party), then he or she is considered to be in possession of those substances and therefore in violation of athletic code of conduct.

The breaking of the above rules during the season will mean suspension from all athletic teams until an informal hearing has been set up with the athletic committee.

An informal hearing with the building principal may be requested by the student and his/her parents within five (5) days of the date of the suspension letter. This hearing may serve one or both of the following purposes: (1) a review of the violation will take place; and/or (2) the substance abuse awareness program, also known as the "Alternative Program" will be explained to the athlete and his/her parents.

### Consequences for Violations:

#### Modified

**Level 1:** The first violation of the athletic policy will result in a loss of 20% of the regularly scheduled games for the season. The number of games missed will be based on 20% of the entire season, not the remainder of the season.

# Prohibitions

Violations of any of the following prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the district system. Prohibited actions concerning the use of the district's computer network include, but are not limited to, the following:

1. Students shall not disclose passwords.
2. Transmission of material, information or software in violation of any district policy or regulation, local, state or federal law or regulation is prohibited.
3. No personal software or disks may be loaded onto the district's computers and/or network without permission from a teacher or an administrator.
4. Use of computer access to secure data or secure areas is prohibited.
5. Attempts to read, copy or modify the electronic mail of other system users is prohibited except by school personnel according to Education Law regarding the exclusive use of school property. Deliberate interference with the ability of other system users to send/receive electronic mail, and forgery or attempted forgery of electronic mail messages is prohibited.
6. System users shall not encourage the use of tobacco, alcohol or other controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
7. Attempts by a student to log on to the district's system in the name of another individual, with or without that individual's password, is prohibited.
8. System users shall not evade, change or exceed resource quotas as set by the administration. Users who continue to violate disk space quotas may have their files removed by the school administration. Such quotas may be exceeded only by requesting to the appropriate administrator that disk quotas be increased and stating the need for the increase.
9. Vandalism will result in cancellation of the system user's privileges. Vandalism is defined as a malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system or any of the agencies of other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.
10. Tampering with or the misuse of the computer system or taking any other action inconsistent with this policy and regulation will be viewed as a security violation.
11. Students using computers for any purpose that is not consistent with district expectations will be consequence accordingly, depending on the specific circumstances and on a case-by-case basis.

## CREDITS

All students, grades 9 – 12, must be enrolled in six (6) classes plus (+) physical education each semester. *As well, whenever possible, students will not have to study halls per day.*

## RULES OF DETENTION

Students must report to detention by 3:00 p.m. Failure to attend detention is insubordination, resulting in the detention level being raised to the next level. *72 ISS on the following day*

Students must bring work with them and the necessary pens, pencils, books, etc. Students assigned to D1, D2, or D3 may participate in Extra-Curricular activities after detention. Students may be excused for scheduled school activities and extenuating circumstances, but only at the discretion of the principal.

If a teacher wishes to have a student remain in his/her room during the detention period, a pass must be presented at the beginning of the period to the detention teacher. If the student completes his/her work with the teacher prior to dismissal of detention the student is to return to detention with a pass signed by the teacher; time made up with a teacher does not take the place of detention. *82*

Students who regularly fail to complete detentions owed will not be allowed to attend or participate in extracurricular activities/athletic events.

RULES FOR A DANCE

Admittance	No admittance will be granted to students who were: (1) absent from school on the day of the dance, (2) excused from school due to illness for any portion of the day, (3) suspended in school for any portion of the day or (4) suspended out of school for any portion of the day.
Chaperones	There must be a minimum of 6 chaperones – some male and some female PLUS an administrator. Chaperones must be assigned (1) to the entry/exit door, (2) to the concession area, (3) one at each entry/exit door to the gym and (4) inside the gym near the outside access doors.
Clothing	According to the Dress Code
Coat Racks	Coat racks will be available only if the organizers contact the Buildings & Grounds department.
Dancing	No inappropriate or dangerous dancing (mashing, crashing etc.)
End Time	9:00 p.m. for grades 7 & 8 and 11:00 p.m. for grades 9-12
Entrance/Exit	Students will enter and exit the building ONLY through the hallway and doors between the gyms.
Fire Alarm	In the event of a fire alarm, students must exit the building and wait for clearance from the Fire Department in order to re-enter.
Fog Emitters	Fog emitters cannot be used because they set off the smoke detectors.
Guests	There are no out of district guests permitted, except for Homecoming, Winter Ball, and Prom. Prior approval for guests to attend may be granted by a principal; photo ID is required.
Gym Doors	Both sets of interior access doors in the gym will be open.
Hallways	Hallways other than the one between the gyms and the adjoining one near the bathrooms are off limits – no exceptions.
ID Cards	Students must present their valid Ogdensburg Free Academy ID card in order to be admitted. <b>NO I.D. – NO ENTRY – NO EXCEPTIONS.</b>
Length	2 hours maximum for grades 7 & 8 and 3 hours maximum for grades 9-12
Lights	At no time will all of the gym lights be off.
Locker Rooms	The locker rooms are off limits – no exceptions.
Music	No inappropriate music.
Permission to schedule	Permission of the principal is required.
Re-entering	Once inside, students may not leave and re-enter for any reason.
Removal	Fighting or any other inappropriate behavior will result in immediate removal from the dance.
Screening	Students will be screened at the door to determine if they are under the influence of drugs or alcohol.
Student Behavior	Students are to be (1) inside the gym, (2) in the bathroom or (3) in the concession area. Students are not to be running in and out of the gym. Fighting or any other inappropriate behavior will result in immediate removal from the dance and the provisions of the Code of Conduct will be followed.
Telephones	Students may use the telephone in the work study office to phone for rides.
Who may attend a dance?	OFA students in the grade levels determined by the principals

# SAFETY DRILLS AND ALARMS

Students must follow the directives of school and emergency personnel.

# GIFTED AND TALENTED

## Accelerated Classes

Accelerated classes are offered to students in grade 7 in Math and in grade 8 in English, Mathematics, Science (The Living Environment) and Social Studies.

# GRADING

The purpose of grading in the Ogdensburg City School District is to inform parents, students and teachers of student progress toward attainment of New York State Common Core Learning Standards. The Board of Education believes that effective grading has a positive impact on school climate as it supports and encourages learning. The Board of Education recognizes that grading and grade reporting practices within a district should be consistent, accurate, fair, meaningful, research-based and tied to the New York State Common Core Learning Standards.

Guidelines to be observed include the following:

- A. Grades will reflect student academic achievement and only assess criteria clearly established in the New York State Common Core Learning Standards. Teachers will provide clear descriptions of achievement expectations to students and parents. Additional criteria, such as active participation, a positive attitude and focused effort, while expected, will not be factored into a student's numerical grade.
- B. Formative assessments are designed to provide students with opportunities for practice and to provide teachers direction for improvement and/or instructional adjustment. Information from formative assessment (ex. class work, homework, 5-10 question quizzes) should have minimal impact when determining grades. Summative assessments (ex. final drafts, chapter/topic/unit quizzes, tests, projects or performances) are designed to provide information to be used in evaluating a student's achievement at the end of a sequence of instruction. Both summative and formative assessments will be used to generate a quarterly report card. Summative assessments will count for a minimum of 60%, maximum of 80% of a quarterly grade, while formative assessments will count for a maximum of 40% of the quarterly grade, of which homework will count for a maximum of 20%.
- C. Grading criteria is to be consistent within departments and grade levels and courses (ex. all 5<sup>th</sup> grade math teachers use the same criteria in the same manner to determine student grades and all high school global studies teachers use the same criteria in the same manner to determine student grades).
- D. For grades 3 through 12, Grades will be reported quarterly. The district grading system for students is numerical with 65 considered the minimum grade for passing.
- E. The lowest grade that may be reported must adhere to the following:

1. For Grades 9-12:

Full-Year Course		Half-Year Course	
Marking Period 1	50	Marking Period 1	50
Marking Period 2	40	Marking Period 2	0
Marking Period 3	30		
Marking Period 4	0		

2. For grades 3-8, the lowest grade that may be reported during any quarter is 50.

To participate in the graduation ceremony, students must adhere to the following guidelines:

1. All fees must be paid to the school.
2. All seniors must have a cap and gown of appropriate color.
5. No messages will be allowed on caps, gowns or otherwise.
6. Appropriate attire must be worn under the gown. Dress shirts and slacks are recommended for males. For females it would mean a dress or suitable alternative.
7. For security purposes, all students will be checked for illegal items being concealed under their gowns upon entering the cafeteria and dome prior to graduation.
8. Items such as cameras and video cameras are not to be carried to the dome.
9. Sunglasses are not permitted.
10. Toys, balloons, bubble blowers, etc. are not permitted.
11. During the ceremony, people on stage will not accept marbles, clothes pins, or any other trinkets.
12. Anyone under the influence of alcohol or any controlled substance during graduation practice or on graduation day will not be allowed to participate in the graduation ceremony.

### GRADUATION REQUIREMENTS

#### Class of 2019

Required Courses – Regents/Local Diploma		Required Courses – Advanced Regents Diploma	
English	4	English	4
Social Studies	4	Social Studies	4
Math**	3	Math	3
Science**	3	Science	3
Foreign Language	1	Foreign Language	3
Art/Music	1	Art/Music	1
Health	.5	Health	.5
Physical Education	2	Physical Education	2
Sequence/Electives	5.5	Electives	3.5
<b>Total</b>	<b>24</b>	<b>Total</b>	<b>24</b>
Required Exams (passing score of 65 and above)		Required Exams (passing score of 65 or above)	
English Language Arts		English Language Arts Exam	
Algebra		Algebra/Geometry Algebra II/Trig	
Regents Global Studies		Regents Global Studies Exam	
Regents U.S. History		Regents U.S. History Exam	
Regents Science		Two Regents Science Exams	

\*\* An integrated course in mathematics/science/technology may be used as the third required unit of credit in mathematics or science.

Δ Students acquiring 5 units of credit in Art, Music, Business, Technology or Vocational Education may be exempt.

\*Alternative pathways to graduation may be utilized.\*

### GUIDANCE SERVICES

As a student you and your school records will be assigned to one of the school counselors.

GRADES 7 – 8		
Last name begins with:	A – Z	
Counselor:	Mrs. Kerri TenEyck	
GRADES 9 – 12		
Last name begins with:	A – K	L – Z
Counselor:	Mr. Richard Christy	Mrs. Katrina Putman
School Psychologist:	Mrs. Cynthia Burns-McDonald	

*Mrs. Lynette VanTassel*

You are urged to make use of the Guidance Services, some of which are:

1. An adult to talk to about any type of problem, personal or school related.
2. Counseling concerning interests, abilities, and plans.
3. Planning your high school program and graduation.
4. Interpretation of Standardized Test results.
5. Information about education beyond high school.
6. Information about careers and occupations.
7. Opportunity to participate in group guidance experiences.

OGDENSBURG CITY SCHOOL DISTRICT STUDENT HANDBOOK  
CONSEQUENCES

2018-2019

DETENTION LEVELS: D1 = 3:00 – 3:15 D2 = 3:00 – 3:30 D3 = 3:00 – 3:45 D4 = 3:00 – 4:00, No participation in any activity that day  
3 nights D4 may equal 1 day ISS, 1<sup>st</sup> night D4 misses extra-curricular participation

\*At a Formal Hearing, the Superintendent may extend an Out-of-School suspension or expel the student. \*^^^ In-School or Out-Of-School Suspension at Administrator's discretion^^^ (dependent on severity and/or frequency of the offense)

	NATURE OF OFFENSE	No.	DISPOSITION	OTHER ACTION
1	Accumulation of 10+ days of suspension	1+		Hearing
2	Arson [AR]	1+	5 Days Out-of-School Suspension*	Notify Law Enforcement Officials, Hearing, & repeated offenses may lead to Expulsion from school
3	Assault [AE, AS] (recklessly or intentionally causing physical injury, hitting, kicking, punching, shoving, scratching, etc.)	1+	5 Days Out-of-School Suspension*	Notify Law Enforcement Officials, Hearing, & repeated offenses may lead to Expulsion from school
4	Academic Misconduct [AM] (plagiarism, cheating, copying, altering records, assisting another student in any of these, disrupting/talking during an exam or quiz, etc.)	1 2+	D3, grade of "zero" ISS, grade of "zero"	Notify Honor Society Committee Letter home, Same as above
5	Computer violation [CU]	1+	Suspension^^^	Letter home
6	Criminal mischief [CM, VN, WS] (damaging property, vandalism, etc.)	1+	Suspension^^^	Letter home, Notification of Law Enforcement Officials as necessary, and arrangements must be made to repair or replace before student returns to school, Hearing
7	Cut class [C1] <i>leave as is</i>	1+ <i>D3 D4</i>		Letter home & guidance referral
8	Cut 2+ classes on same day [C2]	1+	D4 <i>each</i>	Letter home
9	Cut D4/Tardy Detention [CD, CR, CT]	1+	D2	
10	Cut D3 Detention [CD, CR]	1+	D3	
11	Cut D3 Detention [CD, CR]	1+	D4	Letter home
12	Cut D4 (Detention in-school) [CI]	1+	*D4x2	Letter home
13	Cut teacher detention/extra help [TD, CX]	1+	D3 <i>D4</i>	
14	Disruptive behavior [DB]	1 2 3+	Verbal reprimand D3 D4	Letter home
15	Disorderly conduct [DC] (conduct that is inappropriate for school i.e., fighting (including off campus as appropriate), hitting, kicking, punching, shoving, scratching, food fights, physical/verbal outbursts, obstructing vehicular or pedestrian traffic, etc.)	1+	5 Days Out-of-School Suspension*	Letter home, Notify Law Enforcement Officials, Hearing. Repeated offenses may lead to Expulsion from school
16	Dress code violation [DV]	1 2 3+	Verbal reprimand D3 D4	Student must change clothing Student must change clothing Letter home, Student must change clothing
17	Ethnic/racial intimidation [EI, RI]	1+	Suspension^^^	Letter home
18	Extortion [EX]	1+	5 days Out-of-School Suspension*	Letter home, Hearing, Notify Law Enforcement Officials
19	Extracurricular Violation [EV]		See academic eligibility policy	
20	Failure to sign in [FS]	1 2 3+	Verbal reprimand D3 D4	Letter home

OGDENSBURG CITY SCHOOL DISTRICT STUDENT HANDBOOK  
CONSEQUENCES

2018-2019

DETENTION LEVELS: D1 = 3:00 – 3:15 D2 = 3:00– 3:30 D3 = 3:00 – 3:45 D4 = 3:00 – 4:00, No participation in any activity that day  
3 nights D4 may equal 1 day ISS, 1<sup>st</sup> night D4 misses extra-curricular participation  
\*At a Formal Hearing, the Superintendent may extend an Out-of-School suspension or expel the student. \*^^^ In-School or Out-Of-School  
Suspension at Administrator's discretion^^^ (dependent on severity and/or frequency of the offense)

	NATURE OF OFFENSE	No.	DISPOSITION	OTHER ACTION
28	Larceny [LA] (stealing or in possession of stolen property)	1+	Suspension^^^	Letter home, Notify Law Enforcement Officials, Return or replacement of stolen item(s).
29	Late for class [LT]  less than 15 minutes less than 15 minutes less than 15 minutes 15 minutes or more 15 minutes or more	1 2 3+ 1 2+	D1 D2 D3 D3/counts as class absence D4/counts as class absence	Letter home
30	Leaving the building without permission [LB]	1+	Suspension	Letter home
31	Lying or distorting facts [LV] (includes defamation)	1 2+	D3 D4	Letter home
32	Physical harassment (including off campus as appropriate) [PH] (hazing, hair pulling, hitting, punching, shoving, scratching pushing, striking, or kicking another person to cause injury)	1+	5 Days Out-of-School Suspension*	Letter home, Hearing, Notify Law Enforcement Officials
33	Possession alcohol [PA]		Refer to Drug and Alcohol Policy	
34	Possession of a prescription or over-the-counter medication [PC]		Refer to Drug and Alcohol Policy	
35	Possession of illegal drugs [PD]		Refer to Drug and Alcohol Policy	
36	Possession of drug paraphernalia [PP]		Refer to Drug and Alcohol Policy	
37	Possession of a handgun [PG]	1+	5 Days Out-of-School Suspension*	Letter home, Formal Hearing, Notify Law Enforcement Officials, Expulsion as per Gun Free Act 1994
38	Possession of a rifle [PR]	1+	5 Days Out-of-School Suspension*	Letter home, Formal Hearing, Notify Law Enforcement Officials, Expulsion as per Gun Free Act 1994
39	Possession of firearms [PF]	1+	5 Days Out-of-School Suspension*	Letter home, Formal Hearing, Notify Law Enforcement Officials, Expulsion as per Gun Free Act 1994
40	Possession of a knife [PK]	1+	5 Days Out-of-School Suspension*	Letter home, Formal Hearing, Notify Law Enforcement Officials, 1-year out-of-school suspension
41	Possession of other weapons [PW]	1+	5 Days Out-of-School Suspension*	Letter home, Formal Hearing, Notify Law Enforcement Officials, 1 year out-of-school suspension
42	Possession of a chemical/biological agent [PB]	1+	5 Days Out-of-School Suspension*	Letter home, Formal Hearing, Notify Law Enforcement Officials, 1-year out-of-school suspension
43	Possession of lighter/matches [PM]	1 2+	Confiscate, D3 Confiscate, Suspension^^^	Letter home
44	Possession of cigarettes or other tobacco products, this includes e-cigarettes and any vaping materials [PT]	1 2+	Confiscate, D3 Confiscate, ISS	Letter home
45	Public lewdness [PL] (exposing private parts)	1+	5 Days Suspension	Letter home, Hearing, Notify Law Enforcement Officials

CONSEQUENCES

DETENTION LEVELS: D1 = 3:00 – 3:15 D2 = 3:00 – 3:30 D3 = 3:00 – 3:45 D4 = 3:00 – 4:00, No participation in any activity that day  
3 nights D4 may equal 1 day ISS, 1<sup>st</sup> night D4 misses extra-curricular participation  
\*At a Formal Hearing, the Superintendent may extend an Out-of-School suspension or expel the student. \* ^^^ In-School or Out-Of-School  
Suspension at Administrator's discretion^^^ (dependent on severity and/or frequency of the offense)

	NATURE OF OFFENSE	No.	DISPOSITION	OTHER ACTION
46	Reckless behavior [RB] (actions that jeopardize the safety and welfare of others, displaying what appears to be a weapon, etc.)	1+	Suspension^^^	Letter home
47	Robbery [RO] (using a weapon or force to commit theft)	1+	5 Days Out-of-School Suspension*	Letter home, Hearing, Notify Law Enforcement Officials
48	Safety Drill and Alarm Violation [SF]	1+	Suspension^^^	Letter home
49	Sale illegal drugs [SD]	Refer to the Alcohol and Drug Discipline Guidelines		
50	Security System Violation [SV] (possession of school keys, operation of a motorized vehicle in any area not designated for vehicular traffic, false alarm, bomb threat, misuse of 911, discharge of a fire extinguisher etc.)	1+	Suspension^^^	Letter home
51	Sexual Contact [SC] (forcible touching, sexual abuse)	1+	5 Days Out-of-School Suspension*	Letter home, Hearing, Notify Law Enforcement Officials
52	Sexual harassment [SH]	1 2+ 3 4	D2 D4 D3 5-15 AAA Suspension^^^ Out-of-School Suspension*	Sexual Harassment Counseling Sexual Harassment Counseling Sexual Harassment Counseling, Letter Home Letter Home, Notify Law Enforcement Officials
53	Tardy – unexcused [TA]	7:51-8:30 1-5 8:31-9:00 1-5 9:01-9:30 1-5 9:31-10:30 1-5 10:31 or after 1+	D1 D2 D3 D4 ISS	Letter home Letter home
54	Terrorist threats [TT]	1+	5 Days Out-of-School Suspension*	Letter home, Hearing, Notify Law Enforcement Officials
55	Threatening a school official [TS]	1 2+	3 Days Out-of-School Suspension* 5 Days Out-of-School Suspension*	Letter home, Notify Law Enforcement Officials Letter home, Hearing, Notify Law Enforcement Officials
56	Truant [TR]	1+	Suspension^^^	Letter home
57	Unauthorized use of the intercom phone/PA system [IP]	1+	Suspension^^^	Letter home
58	Under the influence of alcohol [UA]	Refer to the Alcohol and Drug Discipline Guideline		
59	Under the influence of drugs [UD]	Refer to the Alcohol and Drug Discipline Guideline		
60	Unprepared for class [UP]	1 2 3 4+	Verbal Reprimand D1 D2 D3	
61	Use of tobacco products [UT, SM] (smoking, chewing, snuffing, use of smokeless tobacco, etc.)	1+	Suspension^^^	Letter home
62	Verbal abuse of staff member [VA]	1+	Suspension^^^	Letter home