

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 overall academic average of 88.5 (or rounded to the nearest tenth) or above.
2. The average will be computed after the third marking period of the school year and based on credit-bearing courses leading to a Regents-bound diploma.
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. In order to qualify for stage seating with honors, a student must: (a) complete ≥ 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 athletic director, building principal, coach, health teacher (or appropriate representative) parent(s), and athlete will be held as soon as practicable, scheduled by the athletic director via email or personal contact. This hearing will serve the following purposes: 1. a review of the violation will take place; and 2. the substance abuse awareness program will be explained.

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.

If there are not enough games left in the season or playoffs to satisfy the number outlined in the consequence, the games to be missed will be carried over to the next sport season in which the student participates.

Level 2: The second violation of the athletic policy will result in suspension of all athletic participation for a term of one full calendar year.

JV and Varsity

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. If there are not enough games left in the season or playoffs to satisfy the number outlined in the consequence, the games to be missed will be carried over to the next sport season in which the student participates.

Level 2: The second violation of the athletic policy will result in suspension of all athletic participation for a term of one full calendar year. Students who are penalized at Level 2 will be allowed to try out for the same team one year later only if the one year anniversary date of the suspension occurs before the half-way point of the season. The half-way point will be determined using the number of days in the season beginning with the first day of practice and ending with the last game of the regular season.

Level 3: The third violation of the athletic policy will result in the loss of athletic participation privileges for the remainder of the students' academic career at O.F.A.

The recordings of these violations will begin when the student begins participating in JV or Varsity athletics, regardless of grade level.

Violation level 1 for Modified, JV or Varsity:

The student/athlete will:

- Miss 20% of the regularly scheduled games for the season. If there are not enough games left in the season or playoffs to satisfy the number outlined in the consequence, the games to be missed will be carried over to the next sport season in which the student participates.
- Attend and participate in practice each day; however, the student will not represent the school by participation in scrimmages or combined practices with other schools until game suspension is served.
- Attend all scrimmages/games and sit with the team.
- Complete the Seaway Valley Prevention Council Program.
- Reassure the hearing committee that the violation of the rules will not occur again.

Students commencing participation in high school athletics with recorded infractions of the modified athletic policy:

- A) If the first offense of the JV/Varsity athletic policy occurs within two years of the last violation of the modified policy, the student's consequence will begin at Level 2.
- B) If the first offense of the JV/Varsity athletic policy occurs after two calendar years have passed since the last violation of the modified policy, the student's consequence will begin at Level 1.

Students will be considered JV/Varsity (high school) athletes as soon as they participate in their first JV or Varsity sport regardless of grade level or athletic status in other sports.

Substance Abuse Awareness Program

Students penalized at any level of consequence will enroll in our substance abuse awareness program with Seaway Valley Prevention. This program must be completed within 8-10 weeks of the hearing; however, the athlete may resume participation in his/her sport immediately after the hearing (for Level 1 violation). **Participation is limited re: games.

If a student-athlete doesn't participate in the program, then he/she will no longer be eligible to participate in athletics at OFA. An athlete who is enrolled in the program is expected to participate in all practices and attend all games/contests with the team (on the bench), dressed, while on suspension.

Voluntary Admission

If an athlete realizes he/she has a substance abuse problem, either during or outside of a sports season and they (1) admit to the problem, (2) seek assistance in dealing with the problem, (3) agree to enter treatment for the problem, and (4) refrain from further use of the substance in question, they shall not be penalized according to the above procedures. They will be allowed to continue with a team with no penalty. If they are found to violate these conditions, they will immediately be placed at the proper offense level. Treatment costs will be the responsibility of the student athlete and/or their family.

Students May Self-Refer Under The Following Conditions:

1. Self-referral must not be a reaction to having been caught
2. A peer, parent or trusted individual that suspects there may be a problem, may convince a student to self-refer.

Course of Action

The student will self-refer by talking to a coach, teacher, guidance counselor, administrator, student peer, parent, or other trusted individual. The student will then approach the principal or athletic director to set up a committee as described in the alternative program. An appropriate course of action will be determined. Parent involvement may become necessary at this time.

Academic Eligibility

ACADEMIC - The regular educational program and the basic learning programs are the most important functions of the school. Any student who fails to realize this may lose the privilege of participating in an activity.

CITIZENSHIP - Students are representing the school and should therefore act as a responsible, mature boy or girl. Respect for the school or place we are visiting is mandatory.

ILLNESS - If a student is absent from school due to personal illness, he or she will not be permitted to practice or play in the activity scheduled for that day. Any illness that lasts for two (2) days or more must have doctor's permission for a weekend event. (Saturday)

TRUANCY - Truancy will result in suspension from the activity for a time to be determined by the principal.

TARDINESS/ABSENCE - If a student is tardy or absent for a portion of the day after 8:30 a.m., he or she will not be allowed to participate in the activity of the day. The exception to the rule is for a bona fide reason (medical/legal appointment).

The violation of the above rules during the season will mean suspension from all sports for the remainder of the season. The repeated violation of the above rules successively will mean suspension from all athletic teams for one year until the beginning of the sport season from which the athlete was suspended. 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 alternative program will be explained to the athlete and his/her parents.

ALCOHOL SENSOR POLICY

The administrators and authorized staff will use an alcohol sensor as a safe and accurate method of determining if a student is under the influence of alcohol during school or at school sponsored events. The alcohol sensor is a device that operates via breath analysis. Any student believed to be under the influence of alcohol will be requested to use the sensor. The administrators and authorized staff will receive training on the proper use of the device.

A student suspected to be under the influence will be requested to come to the office or another confidential place where the student will be instructed on how to use the sensor and then requested to use it. If the device indicates that alcohol is present in the student's system, the student's parent/guardian and Law Enforcement Officials will be contacted. The Drug and Alcohol Policy will be followed.

ATTENDANCE

Regular attendance is essential for promotion and success in schoolwork. When an absence is necessary, it is the student's responsibility to see that his/her work is made up. An Attendance Request Form signed by the parent/guardian must be presented to the appropriate office within two days for any instances of tardiness, absence or early departure.

TARDINESS

Students who enter after 7:51 a.m. must sign in at the appropriate office. To enter the building after 8:00 a.m., students must report to the main door receptionist, present their ID card, sign the register and then immediately report to the appropriate office.

SIGNING IN/OUT

The school day for each student begins as soon as he/she walks onto the school grounds. Once on the school grounds, a student needs the permission of a principal to leave the school grounds prior to dismissal at 2:50pm.

Early departure will be granted when an Attendance Request Form is approved by a principal prior to the start of the school day. Once the school day has begun, a student may only sign out through the Health Office or appropriate grade level office. Exceptions can be made if a parent/guardian comes to the appropriate office and obtains permission from a principal to sign out their child. Text messages will not be accepted as written excuses. Additionally, students are not allowed to sign their parents'/guardians' name under any circumstance.

Note: Education is our priority. Therefore, a request to sign out early to conduct business that could be done after 2:50 p.m. will not be granted.

Student Attendance, Suspension And Participation in Extra-Curricular Activities

Please be aware of the following:

1. If a student is absent from school due to personal illness, he or she will not be permitted to practice or play or attend (without valid excuse and permission from a principal) in any activity scheduled for that day. Any illness that lasts for two days or more must have a doctor's permission for a weekend or vacation event.
2. If a student is truant, he or she will be suspended from the activity for a time to be determined by the principal.
3. If a student is tardy or absent for a portion of the day after 8:30 a.m., he or she will not be allowed to participate in the activity of the day. The exception to this rule is for a bona fide reason (medical/legal appointments).
4. Students who are participating in extra-curricular activities must also abide by all rules of attendance.
5. Students are expected to attend school the day after an event or performance. Each absence on the day after an event or performance will be investigated by a principal. Repeated instances of this nature may be treated as insubordination.
6. Students should not miss extracurricular activity meetings because of athletic practices. Meetings may begin as early as 2:55 pm, and practices begin at 3:15 pm. It is the student's responsibility to attend meetings for at least 10 minutes prior to reporting to practice in order to remain an active member of the extracurricular activity.

ATTENDANCE HONOR ROLL

For each marking period, students who have no absences, tardiness's, class cuts or early departures will be named to the perfect attendance honor roll.

BACKPACKS/BOOK BAGS

Students are not permitted to carry backpacks and/or book bags throughout the school day from class to class. Exceptions include: students on crutches and athletes for early dismissal purposes.

No more than one student should be using a multiple stall bathroom unless supervised by an adult. Gender-neutral bathrooms are intended for single student use. Students found to be "sharing" a stall or gender-neutral bathroom will be assigned two days of in-school suspension, as there is no appropriate reason for the sharing of a stall. Any issue requiring privacy between multiple students should be addressed in the health or guidance offices.

BOCES

Students may attend the Northwest Technology Center during their last two high school years. Four units of credit are awarded each year for certified programs, three credits for non-certified programs. For information about specific vocational areas of study, see your counselor. To attend BOCES, a student must have a minimum of 13 units of credit, be in Grade 11, and have a good attendance record. BOCES students who are absent 7 days or more before December 1 will have their attendance records reviewed to determine if they will be allowed to continue in the program.

Transportation will be provided to and from BOCES. All students are expected to use district provided transportation unless special circumstances warrant other means of transportation. In these cases, authorization will be given by an OFA principal and the BOCES principal, but only with parent consent. Students are not allowed to transport other students.

Students must attend programming at OFA on any day that they attend BOCES. Students are not to sign out at BOCES without permission from a principal at OFA. A BOCES issued "*Change of Program*" form must be completed by a student wishing to make up BOCES time or to attend a special event. This form must be submitted to the 9-12 office before 8:00 am on the effective date.

CAFETERIA

1. Return your tray before leaving.
2. Help clear your table and push in your chair before leaving.
3. Food is to be eaten in the cafeteria only.
4. Observe all school rules regarding behavior.
5. Report to the cafeteria during the assigned period.
6. Do not leave the cafeteria without permission.
7. No more than seven (7) students allowed at a table.
8. Students may not accept commercial food deliveries during the school day except for sanctioned activities.

CALCULATORS/ELECTRONIC DEVICES

Teachers are to keep a record of the date of issuance, condition, and inventory control number of the device, along with the name of the student to whom it was issued. The student will be responsible for the replacement cost of any device that is lost, stolen, or destroyed. The names of students who have not paid for damaged or lost devices are to be turned in to the office before final grades are issued. The student will be denied grades in June until the fines are paid.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

The District consulted with local stakeholders including employee organizations representing each bargaining unit, parents, and students to develop this policy to prohibit the use of Internet-enabled devices by students during the school day on school grounds. This policy aims to ensure that students remain focused on their academic responsibilities throughout the school day, which includes all instructional and non-instructional periods such as homeroom, lunch, recess, study halls, and passing time.

For purposes of this policy, the following definitions apply:

- a) "Internet-enabled devices" means and includes any smartphone, tablet, smartwatch, or other device capable of connecting to the Internet and enabling the user to access content on the Internet, including social media applications;
"Internet-enabled devices" does not include:
 1. Non-Internet-enabled devices such as cellular phones or other communication devices not capable of connecting to the Internet or enabling the user to access content on the Internet; or

2. Internet-enabled devices supplied by the District, charter school, or Board of Cooperative Educational Services (BOCES) that are used for an educational purpose.
- b) "School day" means the entirety of every instructional day as required by subdivision 7 of the Education Law Section 3604 during all instructional time and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time.
- c) "School grounds" means in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a BOCES facility.

Students are generally prohibited from using Internet-enabled devices during the school day anywhere on school grounds.

However, students may be authorized to use an Internet-enabled device during the school day on school grounds:

- a) If authorized by a principal for a specific educational purpose;
- b) Where necessary for the management of a student's health care;
- c) In the event of an emergency;
- d) For translation services;
- e) On a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor for a student caregiver who is routinely responsible for the care and well-being of a family member; or
- f) Where required by law.

Students must be permitted to use an Internet-enabled device where the use is included in the student's:

- a) Individualized Education Program (IEP); or
- b) Section 504 Plan.

On-Site Storage of Internet-Enabled Devices Including Cell Phones

Students must store their Internet-enabled devices in designated on-site storage areas during the school day. On-site storage areas include student lockers or secure storage areas in the school's main office. The designated on-site storage areas must be easily accessible to students and provide adequate security to ensure the safekeeping of the student's devices. The District will communicate the procedures for storing and retrieving devices, ensuring that students understand their responsibilities in using the on-site storage facilities provided. Students should consider leaving cell phones at home.

Methods for Parents to Contact Students During the School Day

To accommodate necessary communication, parents or persons in parental relation may use the following methods to contact their student during school hours while adhering to this policy:

- a. School Office Phone: Parents or persons in parental relation may call the school's main office, and the office staff can relay messages to the student or call the student to the office to speak with their parent or person in parental relation.
Kennedy Elementary School: (315) 393-4264 ext. 32902
Madill Elementary School: (315) 393-7729 ext. 33950
OFA: (315) 393-0900; MS ext: 31925 HS ext: 31912
- b) Designated Contact Email: Schools may provide a designated email address for parents and persons in parental relation to send messages. These emails may be monitored by school staff who can then pass the messages on to the students. Parents/guardians may email messages to our office using the following email address: OCSD@ogdensburgk12.org. It should be noted that issues requiring an immediate response should be communicated via telephone.

- c) **Classroom Intercom System:** In case of an emergency, the school's main office can use the classroom intercom system to notify students directly or ask them to come to the office.
- d) **School Messaging Application:** all district schools may utilize ParentSquare, a secure messaging application or platform, to contact parents/guardians when needed.
- e) **Written Notes:** Parents or persons in parental relation can drop off written notes at the school's main office, which can then be delivered to the student by school staff.

Parents and persons in parental relation will be notified in writing of the methods that are available for contacting their student during school hours upon enrollment and at the beginning of each school year.

Student Discipline for Accessing Internet-Enabled Devices During the School Day

The District is prohibited from suspending a student solely for accessing internet-enabled devices in violation of this policy. However, students may be assigned consequences for disciplinary infractions resulting from refusal to secure their device for the day. Further, if a student is asked to secure his/her phone and refuses, then the student will be consequence for insubordination and the parent will be contacted.

Posting and Translation of Policy

The District will post this policy in a clearly visible and accessible location on its website. Translations of the policy into the 12 most common non-English languages spoken by limited-English proficient individuals in the state will be provided upon request by a student or other persons in parental relation to a student.

Reporting and Mitigation Action Plan

Beginning September 1, 2026 and annually thereafter, the District will publish an annual report on its website detailing enforcement of this policy within the District in the prior school year. This report will include non-identifiable demographic data of students who have faced disciplinary action for non-compliance and analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a mitigation action plan.

CARD PLAYING

Card playing, other than for instructional purposes under the guidance of an educator, is not allowed during the school day.

COMPUTER USE

Permission to use the Internet will be granted when the Computer Network Permission has been signed by both parents and students and turned in. The Ogdensburg City School District reserves the right to monitor all computer functions conducted on school computers.

SOFTWARE USERS

PUBLIC LAW 96-517 OF THE COPYRIGHT LAW STATES:

Any computer software copies prepared or adapted may not be leased, sold, or otherwise transferred without the authorization of the copyright owner.

Duplication of disks or cassettes is an infringement of copyright laws and is illegal. Do not copy disks or cassettes.

Computer Network for Education Regulation

The use of the district's computer network is a privilege, not a right, and inappropriate use may result in a cancellation of the privilege. The following rules and regulations govern the use of the district's computer network system:

