

# **Cato-Meridian Junior-Senior High School**

2851 State Route 370  
Cato, New York 13033  
315-626-3439  
315-626-2551 fax  
[www.catomeridian.org](http://www.catomeridian.org)

September 2022

Dear Students and Parents:

This handbook has been prepared for you as both a set of rules and an information guide to the programs and activities found at Cato-Meridian Junior-Senior High School. Please keep this handbook in a convenient location and reference it as needed throughout the school year.

We have a dedicated and caring staff available to assist our students in becoming successful and productive citizens in our school community. Two-way, open and ongoing communication is key to reaching those goals. As we have overcome a global pandemic, it is important that we continue to work together as a united school learning community.

It is my hope that your years at Cato-Meridian Junior-Senior High School will be filled with many positive experiences and happy memories. I am confident that the 2022-2023 school year will be an excellent one for all our students.

Sincerely,

Jennifer Kelly  
Jr.-Sr. High School Principal

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## Bell Schedule

Student Drop-Off	7:30– 7:35	Warning Bell - 7:38
Homeroom	7:40 – 7:50	Announcements/Homeroom/P2 (10 minutes)
1	7:53 – 8:34	41 minutes
2	8:37 – 9:18	41 minutes
3	9:21 – 10:02	41 minutes
4	10:05 – 10:46	41 minutes
5	10:49 – 11:19	1 <sup>st</sup> Lunch (30 minutes)
	11:22 – 12:03	2 <sup>nd</sup> Class 41 minutes
	10:49 – 11:30	1 <sup>st</sup> Class 41 minutes
	11:33 – 12:03	2 <sup>nd</sup> Lunch (30 minutes)
6	12:06 – 12:47	41 minutes
7	12:50 – 1:31	41 minutes
8	1:34 – 2:17	43 minutes (2 minute announcements - AM & HR should cover main announcements for the day.)
Dismissal	2:17	General Student Dismissal
Student Support Period	2:17 – 2:55	38 minutes

- BOCES 12<sup>th</sup> Grade Students = Leave 8:00AM, Return 12:00PM
- BOCES 11<sup>th</sup> Grade Students = Leave 11:15AM, Return 3:00PM

**Cato-Meridian Central School Calendar**      Adopted by C-M BOE 2/28/2022  
2022-2023

**SEPTEMBER 2022**

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**OCTOBER 2022**

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**NOVEMBER 2022**

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**DECEMBER 2022**

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**JANUARY 2023**

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**FEBRUARY 2023**

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**MARCH 2023**

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**APRIL 2023**

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**MAY 2023**

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**JUNE 2023**

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Color Key:	
First/Last Day of School	
Holidays/Recess Days	
Professional Develop. Days	
Parent-Teacher Conferences	
Prof. Dev. Day for Teaching Staff/No School for Students & Non-Teaching Staff	
2 Hour Delay for Prof. Dev.	
Regents Exam Days	
3-8 NYS Assessment Days	

Instructional Days	
September:	19
October:	19
November:	17
December:	16
January:	20
February:	15
March:	23
April:	14
May:	22
June:	16
Student Days:	181
Prof. Dev. Days:	4
	185

- Sept 1: Professional Development Day
- Sept. 5: No School (Labor Day)
- Sept. 6: First Day of School
- Oct. 10: No School (Columbus Day)
- Oct. 31: Professional Development Day
- Nov. 11: No School (Veterans Day)
- Nov. 22: Parent/Teacher Conferences
- Nov. 23-25: No School (Thanksgiving)
- Dec. 23: Prof. Dev. Day (Teaching Staff)
- Dec. 26-Jan. 2: No School (Christmas)
- Jan. 16: No School (Martin Luther King)
- Jan. 24-27: Regents Exams
- Feb. 20-24: No School (Winter Recess)
- March 15: 2-Hour Delay
- April 3-10: No School (Spring Recess)
- May 5: 2-Hour Delay
- May 29: No School (Memorial Day)
- June 19: No School (Juneteenth)

**BOARD OF EDUCATION**

Mr. Paul Byrne, President  
Mrs. Kathleen Bratt  
Mrs. Kristin Cox  
Mr. Jason Hirvela  
Mr. Timothy Hulbert  
Mrs. Jenny Kyle  
Mr. Michael Lees

**ADMINISTRATION**

Dr. Terry Ward, Superintendent of Schools  
Ms. Elizabeth Kupiec, Asst. Superintendent  
Mrs. Jennifer Dorschel, Director of  
Curriculum, Instruction, and Assessment  
Mrs. Khrystie Allen, CPSE/CSE Chairperson/  
Elementary Asst. Principal

**JR.-SR. HIGH SCHOOL ADMINISTRATION**

Ms. Jennifer Kelly, Jr.-Sr. High School Principal  
Mr. Robert Wren, Athletic Director/Coordinator of Student Services

**INSTRUCTIONAL STAFF**

**Health**

Mrs. Donna Cappellano  
Ms. Julie Hertlein

**Family & Consumer Science/Driver Education**

Ms. Julie Hertlein

**Music**

Mrs. McKayla Comstock  
Ms. Christine Sicurella

**Foreign Language**

Mrs. Sandra Casper-Sheehan  
Mrs. Kathleen Laing

**Technology**

Mr. Kevin McGowan  
Mr. Jeff Ostroski

**Art**

Mrs. Shayna Burghdorf  
Mr. Kevin McGowan

**Physical Education**

Mr. Kevin Aukema  
Ms. Julie Hertlein

**Library Media Specialist**

Mrs. Susan Cutri

**English**

Ms. Kelsey Brazee  
Mrs. Lisa Byrne  
Mrs. Willow Eckel  
Ms. Samantha Gifford  
Mrs. Kelly Stuck

**Mathematics**

Mrs. Nancy Foote  
Mrs. Veronica Gloop  
Mrs. Bridgit Johnson  
Mrs. Kristina Peckham  
Mr. Tom Peters  
Ms. Karen Sanderson

**Science**

Mrs. Karen Bertram  
Miss Amber Bornt  
Mr. Patrick Cost  
Mr. Ryan Ellis  
Ms. Katherine Gibson  
Mrs. Krista Kolodziejczyk

**Social Studies**

Mr. Rosse Gallagher  
Mr. C. J. Hannon  
Mr. Kevin Jerose  
Mr. Kristofer Shore

**School Counselor**

Mrs. Cheryl Sawyer

**Nurse**

TBD

**Special Education**

Mr. Ryan Brunelle  
Mr. Eric Robinson  
Mrs. Rebecca Wright

**SUPPORT STAFF**

**School Psychologist**

Mr. Jacob Sereno

**Teacher Assistants**

Mrs. Erica Cardinale  
Mrs. Diana Hildreth  
Mrs. Karen Kalinowski  
Mr. Gavin Ukolowicz  
Mrs. Barb White

**Teacher Aide**

Mrs. Janice Hastings

**Clerical**

Miss Erin Barnhart, Guidance Office  
Mrs. Carolyn Downs, Main Office  
Mrs. Vonda Wheeler, Athletic Office

**Information Technology**

Mr. Aaron Berube  
Ms. Susan Hawker  
Mr. Zack Rice

**School Resource Officer**

Mr. Roger Misso

**Cafeteria**

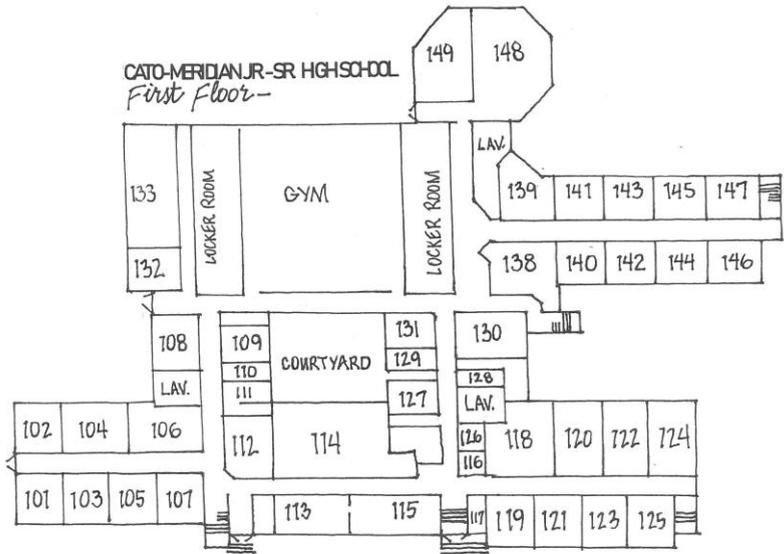
Mrs. Melissa Villa, Director of Food Services  
Mrs. Teresa Green  
Mrs. Sue McDuffie  
Ms. Lori Sage

**Custodians**

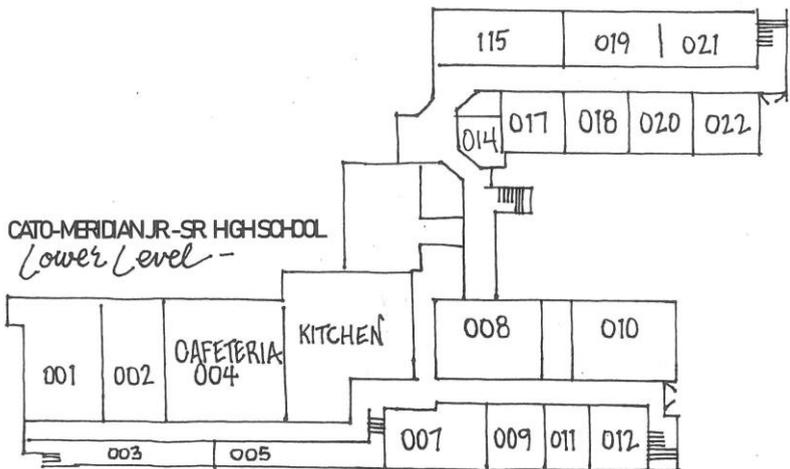
Mrs. Dorothy Bresee  
Mr. Nate Champion  
Mrs. Nicole Wallace  
Mr. Ron Wallace

**HELPFUL PHONE NUMBERS**

<b>Athletic Director.....</b>	<b>315-626-3439 x3806</b>
<b>Business Office.....</b>	<b>315-626-3439 x5003</b>
<b>Cayuga-Onondaga BOCES.....</b>	<b>315-253-0361</b>
<b>Elementary School Main Office.....</b>	<b>315-626-3439 x1800</b>
<b>Jr.-Sr. High School Guidance Office..</b>	<b>315-626-3439 x3821</b>
<b>Jr.-Sr. High School Main Office.....</b>	<b>315-626-3439 x3800</b>
<b>Jr.-Sr. High School Nurse’s Office.....</b>	<b>315-626-3439 x3831</b>
<b>Recreation Center.....</b>	<b>315-626-3439 x5871</b>
<b>Superintendent of Schools.....</b>	<b>315-626-3439 x5001</b>
<b>Transportation.....</b>	<b>315-626-3439 x6001</b>



Name	Room #	Name	Room #	Name	Room #
Mr. Aukema	Boys Locker Rm	Ms. Gifford	125	Mrs. Peckham	147
Mrs. Bertram	124	Mrs. Gloo	146	Mr. Peters	105
Ms. Brazee	103	Mr. Hannon	140	Mr. Robinson	107
Mr. Brunelle	119	Ms. Hertlein	138	Ms. Sanderson	121
Mrs. Burghdorf	104	ISP	110	Mrs. Sawyer	115
Mrs. Casper-Sheehan	123	Mr. Jerosé	142	Mr. Sereno	115
Mrs. Comstock	148/149	Mrs. Johnson	144	Mr. Shore	141
Mr. Cost	118	Ms. Kelly	113	Ms. Sicurella	148/149
Mrs. Cutri	114	Mrs. Kolodziejczyk	122	Mrs. Stuck	143
Mr. Ellis	130	Mrs. Laing	101	Mr. Wren	113
Mrs. Foote	145	Learning Center	127	Mrs. Wright	139
Mr. Gallagher	102	Mr. Misso	117		
Ms. Gibson	120	Nurse's Office	111		



Name	Room #
Miss Bornt	007/009
Mrs. Byrne	018
Mrs. Cappellano	017
Mrs. Eckel	020
Mr. McGowan	008/010
Mr. Ostroski	011/012
Citi BOCES PR Office	022
Counseling Annex	014

## **EXTRA-CURRICULAR ACTIVITIES AND ADVISORS**

Students should strongly consider participating in extra-curricular activities each school year. The program allows students to select activities in which they have a special interest and provides an opportunity for them to participate in some pursuits not typically offered during the regular school day.

The following is a list of some of the opportunities Cato-Meridian offers:

<b>Class/Club</b>	<b>Advisor(s)</b>
Class of 2023 – Seniors	Mrs. Eckel / Mr. Robinson
Class of 2024 – Juniors	Mrs. Byrne / Mrs. Peckham
Class of 2025 – Sophomores	Mrs. Foote
Class of 2026 – Freshmen	Ms. Hertlein
Class of 2027 & 2028	Ms. Brazee
Student Council	Mrs. Byrne / Mrs. Foote / Mrs. Peckham
National Honor Society	Mrs. Gloo / Mrs. Johnson
Senior H.S. Drama/Musical	Mrs. Byrne
Junior H.S. Drama/Musical	Ms. Brazee / Mrs. Eckel
Acceptance for All Club	Mr. Cost
Art Club	Mrs. Burghdorf
Chamber Singers	Mrs. Comstock
French Club	Mrs. Laing
Future Farmers of America (FFA)	Miss Bornt
Marching Band	Mrs. Comstock / Ms. Sicurella
MasterMinds	Mrs. McGetrick
Odyssey of the Mind	Mr. Robinson
Spanish Club	Mrs. Casper-Sheehan
Technology Club	Mr. McGowan / Mr. Ostroski
Yearbook	Mrs. Byrne

## **EXTRA-CURRICULAR ACTIVITY CODE OF CONDUCT**

The extra-curricular program at Cato-Meridian Jr.-Sr. High School provides opportunities for participation in a wide range of activities. We consider it a privilege to represent Cato-Meridian Jr.-Sr. High School. Along with this privilege comes a duty to foster respect for your school, which you demonstrate through your conduct, manners, and appearance. You must maintain a high standard of conduct and academic eligibility both in and out of school, as a host or as a guest of another school, and in all your activities in the community. We hope you will be proud to represent your school and will work hard to keep its honor untarnished.

As a member of a school organization, you are expected to:

- Attend all classes on days of a scheduled activity and on days immediately before and after an extra-curricular activity, being responsible for any missed work.
- Accept full responsibility for taking care of any equipment issued to you.
- Report any injury occurring during an extra-curricular activity to your advisor.
- Utilize school transportation for all extra-curricular events unless the Principal gives express permission.
- Maintain academic eligibility.

- Attend all meetings, practices, etc. as called by your advisor, notifying your advisor well in advance if you are unable to do so.
- Abide by all school rules and regulations as stipulated in the Student-Parent Handbook and the Interscholastic Parent/Student Handbook.
- Show respect to all staff members.

An extra-curricular participant who fails to abide by the provisions of this code may be declared ineligible to participate in scheduled events and risks being dismissed from the activity for the remainder of the year.

In addition to this code of conduct, individual organizations may develop rules specific to their own needs.

### **STUDENT GOVERNMENT**

The Student Council represents the entire student body through its elected officers and class representatives. The Student Council attempts to provide the students with a voice in the democratic processes of our school and our society by working closely with the Student Council Advisors and the Principal.

### **DISTRICT MISSION**

**Our mission is to encourage growth of individual talent, confidence, and pride in an environment where each person can develop skills and attitudes to become a responsible, understanding, and productive member of a changing society.**

### **STUDENT BILL OF RIGHTS**

- Students have the right to pursue an education in an atmosphere that is safe and conducive to learning.
- Students have the right to enroll in the courses that are available to them and that best meet their needs and interests.
- Students have the right to be respected as individuals.
- Students have the right to procedural due process guaranteed by the United States Constitution and New York State Education Law during the disciplinary process.
- Students have the right to freedom of speech and expression as far as it does not interfere with the educational process or infringe upon the rights of others except where there is an immediate danger to students or others.
- Students have the right to freedom from discrimination relative to participation in curriculum offerings, athletics, and extracurricular activities and events.
- Students have the right to receive help related to learning, health, and personal problems from appropriate school staff. The confidentiality of students will be respected during these interactions except when the staff member believes that the student or others are in danger.
- Students have the right to privacy on their person and in regard to property stored in their lockers except when there is reasonable suspicion of a danger to self or to others.

## **STUDENT BILL OF RESPONSIBILITIES**

- Students will conduct themselves with respect toward self, fellow students, teachers, and others.
- Students will strive to achieve their potential in all areas.
- Students will follow the directions of the faculty, staff, and administration in line with the accepted procedures of the school district.
- Students will fulfill all classroom obligations.
- Students will show respect for school property and for the property of others.
- Students will demonstrate good conduct and a positive attitude in school and during school activities.
- Students will dress in an appropriate manner for all school activities.
- Students will be accountable for their behavior during all school activities.
- Students will attend school on a regular basis as required by Education Law.

## **ROLE OF PARENT**

All parents are expected to:

- Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Ensure absences are excused.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents, and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.

## **ROLE OF THE TEACHER**

All district teachers are expected to:

- Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
- Be prepared to teach.
- Demonstrate interest in teaching and concern for student achievement.
- Know school policies and rules, and enforce them in a fair and consistent manner.

- Communicate to students and parents:
  - Course objectives and requirements
  - Marking/grading procedures
  - Assignment deadlines
  - Expectations for students
  - Classroom discipline plan
- Communicate regularly with students, parents, and other teachers concerning growth and achievement.

### **ROLE OF THE SCHOOL COUNSELOR**

- Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
- Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
- Regularly review with students their educational progress and career plans.
- Provide information to assist students with career planning.
- Encourage students to benefit from the curriculum and extra-curricular programs.

### **ROLE OF THE PRINCIPAL**

- Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
- Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
- Evaluate on a regular basis all instructional programs.
- Support the development of and student participation in appropriate extra-curricular activities.
- Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

## **GRADUATION REQUIREMENTS AND GRADING INFORMATION**

### **GRADUATION REQUIREMENTS**

The Board of Regents, which sets standards for schools in New York State, has made many important changes in requirements for graduation. The School Counselor will assist students in planning their program to ensure completion of requirements. Requirements include:

- A prescribed number of total units (22)
- Certain required courses
- Testing requirements (Regents)

### **CREDITS**

A unit/credit is earned when a student successfully completes any subject taken for a full year. For a semester course, one-half unit is awarded.

**NYS GRADUATION DIPLOMA REQUIREMENTS APPLICABLE TO ALL STUDENTS ENROLLED IN GRADES 9-12**

**Credit Requirements**

(Apply to all diploma types: local, Regents, Regents with advanced designation)

	Minimum number of credits
English	4
Social Studies <i>Distributed as follows:</i> <i>U.S. History (1)</i> <i>Global History and Geography (2)</i> <i>Participation in Government (1/2)</i> <i>Economics (1/2)</i>	4
Science <i>Distributed as follows:</i> <i>Life Science (1)</i> <i>Physical Science (1)</i> <i>Life Science or Physical Science (1)</i>	3
Mathematics	3
Languages Other than English (LOTE)	1 <sup>(**)</sup>
Visual Art, Music, Dance, and/or Theater	1
Physical Education (participation each semester)	2
Health	0.5
Electives	3.5
<b>Total</b>	<b>22</b>

<sup>(\*\*)</sup>Students with a disability may be excused from the requirement for 1 unit of credit in LOTE if so indicated on their IEP, but they must still earn 22 units of credit to graduate.

**1) Pathways**

A student must either:

- successfully complete all the requirements for the CDOS Commencement Credential (<http://www.nysed.gov/curriculum-instruction/cdos-pathway-regents-or-local-diploma>); or
- pass an additional math Regents examination or Department approved alternative in a different course; or
- pass an additional science Regents examination or Department approved alternative in a different course; or
- pass an additional social studies Regents examination or Department approved alternative in a different course; or
- pass an additional English assessment in a different course selected from the Department approved alternative list; or
- successfully complete an approved CTE program, including the associated 3-part technical assessment; or

- pass a Department approved pathway assessment in the Arts; or
- pass a Department approved pathway assessment in a Language Other than English (LOTE).

Reference Multiple Pathways (<http://www.nysed.gov/curriculum-instruction/multiple-pathways>).

Reference Department Approved Alternative Examinations (<http://www.p12.nysed.gov/assessment/hsgen/archive/list.pdf>).

## 2) Appeals

Appeals are subject to local district approval.

Reference Appeals, Safety Nets, and Superintendent Determination (<http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendent-determination>)

## 3) Special Endorsements

**Honors:** A student earns a computed average of at least 90 on the Regents examinations applicable to either a Regents diploma or a Regents diploma with advanced designation. No more than 2 Department approved alternatives can be substituted for Regents examinations. The locally developed Checkpoint B LOTE examination is not included in the calculation.

**Mastery in Math and/or Science:** A student meets all the requirements for a Regents diploma with advanced designation AND earns a score of 85 or better on 3 math Regents examinations and/or 3 science Regents examinations.

**Technical Endorsement:** A student meets the requirements for either a local diploma, a Regents diploma or a Regents diploma with advanced designation AND successfully completes a Department approved CTE program including the 3- part technical assessment.

Reference the Endorsements and Seals webpage (<http://www.nysed.gov/curriculum-instruction/endorsements-and-seals>) for additional information pertaining to awarding special endorsements to students with exam exemptions due to COVID-19.

## 4) Languages Other than English (LOTE) Exempt Students

Students with a disability may be excused from the required units of credit in LOTE if so indicated on their IEP, but they must still earn 22 units of credit to graduate. A LOTE exempt student who seeks a Regents diploma with advanced designation does NOT have to complete the 5-unit sequence in the Arts or CTE in lieu of LOTE in order to meet the assessment requirements for the advanced diploma.

## 5) Superintendent Determination of a Local Diploma

Students with a disability who are unable to attain a local diploma through the various safety net provisions may be eligible for a Superintendent Determination of

a local diploma under certain conditions. Reference [Appeals, Safety Nets, and Superintendent Determination \(http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendentdetermination\)](http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendentdetermination).

**6) Exemptions due to the COVID-19 Public Health Emergency**

Students granted an exemption from any examination due to COVID-19 are not required to pass such specific examinations to meet the assessment requirements for any diploma type. Reference the following FAQs: [June/August 2020](#), [January 2021](#), and [June/August 2021](#) for additional information.

**Assessment Requirements**

	Regents Diploma for <b>All Students</b>	
REGENTS EXAM or passing score on a Department approved alternative	# of Exams	Passing Score
English Language Arts (ELA)	1	65
Math	1	65
Science	1	65
Social Studies	1	65
Pathway (See note 1 on page 16)	1	65 if Regents Exam
Compensatory Safety Net	<i>Non-Applicable</i>	

	Regents Diploma via Appeal for <b>All Students</b>	
REGENTS EXAM or passing score on a Department approved alternative	# of Exams	Passing Score
English Language Arts (ELA)	1	1 Regents exam with a score of 60-64 for which an appeal has been granted by the district and all remaining Regents exams with a score of 65 or above
Math	1	
Science	1	
Social Studies	1	
Pathway (See note 1 on page 16)	1	
Compensatory Safety Net	<i>Non-Applicable</i>	

	Local Diploma via Appeal for <b>All Students</b>	
REGENTS EXAM or passing score on a Department approved alternative	# of Exams	Passing Score
English Language Arts (ELA)	1	2 Regents exams with a score of 60-64 for which appeals have been granted by the district and all remaining Regents exams with a score of 65 or above
Math	1	
Science	1	
Social Studies	1	
Pathway (See note 1 on page 16)	1	
Compensatory Safety Net	<i>Non-Applicable</i>	

	Local Diploma for <b>Students with a Disability</b>	
REGENTS EXAM or passing score on a Department approved alternative	# of Exams	Passing Score
English Language Arts (ELA)	1	55 <sup>*^</sup>
Math	1	55 <sup>*^</sup>
Science	1	55 <sup>*^</sup>
Social Studies	1	55 <sup>*^</sup>
Pathway (See note 1 on page 16)	1	55 <sup>*^</sup> if Regents Exam
Compensatory Safety Net	Scores of 45-54 on any required Regents exam (except ELA and Mathematics) can be compensated by a score of 65 or above on another required Regents exam including ELA and Mathematics.	

\* A student with a disability may appeal scores between 52 and 54 on up to two Regents examinations in any discipline and graduate with the local diploma. Reference New York State Diploma/Credential Requirements:Local diploma for Students with Disabilities (<http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diploma-and-credentials-summary-requirements.pdf>).

^ In the event a student with a disability is unable to attain a passing score on any Regents examination, the student may be eligible for a Superintendent Determination of a local diploma. Reference Appeals, Safety Nets, and Superintendent Determination (<http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendent-determination>).

Local Diploma via Appeal for English Language Learners		
REGENTS EXAM or passing score on a Department approved alternative	# of Exams	Passing Score
English Language Arts (ELA)	1	Either the ELA Regents exam with a score of 55-59 for which an appeal has been granted by the district, and all remaining Regents exams with a score of 65 or above, <u>OR</u> 1 Regents exam with a score of 60-64 and the ELA Regents with a score of 55-59 for which appeals have been granted for both by the district, and the remaining Regents exams with a score of 65 or above <sup>+</sup>
Math	1	
Science	1	
Social Studies	1	
Pathway (See note 1 on page 16)	1	
Compensatory Safety Net	<i>Non-Applicable</i>	

+ English Language Learners seeking an appeal for a score of 55-59 on the ELA Regents Exam are only eligible if they entered the United States in grade 9 or after and were classified as an English Language Learner when they took the test the second time. Reference New York State Diploma/Credential Requirements: Local diploma for English Language Learners (<http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diploma-and-credentials-summary-requirements.pdf>).

### Regents Diploma with Advanced Designation

Students seeking the Regents diploma with advanced designation must:

- Meet the credit and assessment requirements for a Regents diploma; and
- Pass **two additional** Regents **exams** or Department approved alternatives **in mathematics**; and
- Pass **one additional** Regents **exam** or Department approved alternative in **science**
  - students seeking advanced designation must pass at least one Regents exam or Department approved alternative in both sciences (**one life and one physical**); and

- Complete a **sequence**:
  - earn an additional 2 units of credit in LOTE and passing a locally developed Checkpoint B LOTE examination, or
  - complete a 5 unit sequence in the Arts, or
  - complete a 5 unit sequence in CTE.

## CURRICULUM

All students are expected to take at least 6 credits plus Physical Education each semester. Each year, a Curriculum Guide is published through the Guidance Office for use by parents, students, and staff. This booklet contains a list of courses that students may take in Grades 9 – 12. This booklet is available in the Guidance Office.

### Typical 4 Year Plan

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
English	English	English	English
Social Studies	Social Studies	Social Studies	Social Studies
Math	Math	Math	Elective*
Science	Science	Science	Elective*
Foreign Language	Health	Elective	Elective
Art/Music	Foreign Language	Elective	Elective
PE	or Elective	PE	PE
	PE		

\* While not a graduation requirement, we strongly urge students to continue to take a fourth year of Math and/or Science as their elective(s).

The school program is designed to address a variety of student needs, including college preparatory work and technical career training. We offer the following opportunities for honors or college level work to students:

**Honors:** available in English 9, 10, 11 and Social Studies in grades 9, 10, 11, and 12; accelerated study is available in Math and Science. Honors courses carry a weighting of 1.05 when figuring GPA for class ranking.

**Advanced Placement:** AP American History, AP European History, AP Chemistry, and AP Biology (college credit is dependent on exam score and individual college policies). Advanced Placement courses carry a weighting of 1.10.

**College Courses:** Through Cayuga Community College, we offer College English 101 and 102, Advanced Algebra 104, Pre-Calculus 106, Calculus 108, and Statistics 114, Spanish 101/102, 201/202, French 101/102, 201/202 and OnCourse/Success Strategies. College credit is available through Onondaga Community College for Public Speaking. Pre-engineering credits through “Project Lead the Way” are offered with RIT credit (dependent on exam score). College credit is also available in New Visions programs through the Area Occupational Center in medical studies. New Visions is a competitive program for seniors and requires an application, interview, and acceptance in to the program. College courses carry a weighting of 1.10.

## **ABSENCE POLICY FOR COLLEGE LEVEL AND AP COURSES**

If you have enrolled in one of Cato-Meridian's Advanced Placement or College courses you should be aware of the standards for maintaining this enrollment. Courses follow a rigorous college based curriculum and have minimum attendance requirements.

### **Required Attendance at these Courses will be held to the following guidelines:**

1. Students will be considered in attendance if the student is:
  - Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time.
  - Working pursuant to an approved independent study program.
  - Receiving approved alternative instruction.
2. Student absences cannot exceed 20% of the course. There are NO EXCUSED ABSENCES under this policy. All absences are counted, regardless of the reason for the absence, including but not limited to field trips, illness, athletic trips, court appearances, and other personal reasons. Students might not be allowed to make up tests or presentations they have missed due to an unexcused absence.

## **WEIGHTED CLASSES**

### **1.05**

Honors English 9, 10, 11

Honors Global Studies 9, 10

Honors Government &  
Economics

### **1.10**

All AP Classes

All College Classes

All other courses are weighted as 1.0 for the purpose of determining GPA for class rank.

## **CLASS RANK**

Students are ranked based upon credits earned, with a Valedictorian and Salutatorian named after the third marking period of the senior year.

## **GRADE LEVEL CLASSIFICATION**

Outlined below are the criteria for classification at each grade level:

### **Freshman (Grade 9)**

Satisfactory completion of Eighth Grade course work, faculty recommendation, and approval of Principal.

### **Sophomore (Grade 10)**

Satisfactory completion of five (5) credits including English 9 and Social Studies 9.

## **Junior (Grade 11)**

Satisfactory completion of ten (10) credits including English 10 and Social Studies 10.

## **Senior (Grade 12)**

Satisfactory completion of fifteen (15) credits; English 11 and/or Social Studies 11.

## **GRADES**

All grades are listed numerically, based on a traditional 100-point system, with 65 as a minimum-passing grade. The only exceptions to numerical grades will be as follows:

- Satisfactory/Unsatisfactory (S/U) or Pass/Fail (P/F) will be used in AIS/Mastery, peer tutoring, Resource and PE Rec.
- “INC” will be used for a grade of incomplete, to be made up within 10 school days unless there is an ongoing medical condition or extenuating circumstances. All extensions must be in writing and approved by the teacher and the Principal. When the grace period expires, an earned grade will be assigned.

Grades are given in four, 10-week marking periods with the final exam computed as 1/5<sup>th</sup>, or approximately 20% of the final grade.

## **CREDIT RECOVERY**

Any student repeatedly failing a course or in jeopardy of failing any graduation requirement course will be permitted to use a computerized credit recovery program called Edgenuity. Selected students will utilize the Edgenuity online learning application to recover credits toward receiving their diploma. It is a self-Paced, comprehensive, standards-based online curriculum. Instruction and assessment will take place online. Credit for the course will be awarded upon successful completion of the course modules. There is **NO COST** for this program. First priority for admission will be given to students eligible to graduate in 2023.

## **SCHEDULE CHANGE**

Schedule changes are permitted only during the first 10 days of school or semester. Schedule changes are permitted in the event of computer error, incorrect course level, and course omission. **All schedule changes after the first ten days must have the written approval of the building principal.**

Administrative discretion may take place after the first ten days and after a Teacher/Parent/Counselor/Student conference, at which time the request for the drop will be discussed. The student must meet the minimum credit requirement (5.5) after the drop. A “Drop” is recorded on the record. A student’s average will be recorded upon dropping a course, resulting in a “Drop Fail” or “Drop Pass”. A “Drop Fail” will result in automatic Academic Ineligibility.

## **SUMMER SCHOOL**

It is recommended that a student who fails one or two courses plan to attend summer school so that they stay on track to graduate. To be eligible for Summer School, you must remain in the course through its completion. Realize that if you fail multiple courses, this may prevent you from graduating as planned with your existing graduating class and may require an additional semester or year to complete graduation requirements. Sign-ups for Summer School are held at the end of the examination

period in June in the Guidance Office. A maximum of two classes can be taken and strict attendance is required. Summer School is intended for repeating a course, not initial instruction.

### **REPORT CARDS**

- Students will receive report cards **four** times a year.
- Interim reports **will** be sent at the midpoint of each marking period.
- The final exam will count toward 1/5 of the final average.
- Students illegally absent from a final exam will receive a grade of zero for the exam. This grade will be counted as 1/5 of the course grade.
- Students may be exempt from a final exam if they maintain at least a 93 overall average and meet the 90% attendance requirement. Exemption is not available for State required exams: i.e. Regents Exams or Regents Competency Tests. Exemption is at teacher discretion.

### **MARKING PERIOD DATES**

The following tentative dates represent the end of each marking period:

<b>Marking Period</b>	<b>End Date</b>
1	November 11
2	January 27
3	April 21
4	June 23

### **HONOR ROLLS**

Honor Rolls are determined by grade point average. Grades are not weighted in this computation.

Honor Roll	85.00 – 89.99
High Honor Roll	90.00 – 94.99
Principal's High Honor Roll	95.00 – 100.00

Only full-time students may be eligible for the various Honor Rolls. A full-time student is taking 6 full credit courses and physical education. Students with a grade of incomplete are temporarily ineligible. Only students with all passing grades will receive Honor Roll status. A student with a failing grade or an incomplete will not be placed on an Honor Roll.

Recipients of Honor Rolls are awarded certificates and recognized through functions such as breakfasts or ice cream parties.

### **5+ CLUB**

Students who raise their overall average by five points or more receive a coupon for a free ice cream. Additionally, their name is placed in a drawing at the end of the second and third marking periods to have a chance of winning prizes such as various gift cards, gas cards, cameras, iPods, etc. Any student who raises their overall average by five points will earn one ticket, six points will equal two tickets, seven points will equal

three tickets and so on. Those students who have an overall average of 95 will receive one ticket, 96 will receive two tickets, 97 three tickets and so on. Winning tickets will be drawn during announcements.

### **HONOR PASSES**

Honor passes will be issued to seniors with a marking period average of 85% or better. Seniors will be qualified at the beginning of each marking period. These passes will be on colored paper about the size of a business card. They will display the student's name as well as the marking period that the pass is good for.

No student will be issued an Honor Pass who is not a full-time student (5 credits plus Physical Education), who is failing any classes, has an incomplete, or who has an outstanding financial obligation to the school. A suspension (either ISS or OSS) will result in the revocation of the Honor Pass for one month. A subsequent suspension will result in revocation for the year.

During study hall a student may go to the Library, (unless Library privileges have been revoked) or Guidance Office. Honor Pass holders must first report to their scheduled study hall.

Please remember that an Honor Pass does not allow seniors to loiter in the halls or cut classes or other activities. They should choose a destination and remain there for the entire period.

The Guidance Office will distribute a list of seniors who are awarded honor passes each marking period.

Students with an Honor Pass will be permitted to go to the courtyard during study halls or lunch, weather permitting. Lunch trays are not permitted in the courtyard. Students must first check in with their study hall teacher or lunch attendants prior to going to the courtyard. Students will be given free admission to sporting events with the show of their card.

### **PRINCIPAL'S GOLD CARD (Seniors only)**

The following privilege comes with earning a gold card:

- Preferential parking in the first lot (lot C) to the left of the bus lane near the driveway entrance.

Misuse of card will result in revocation of card and associated privilege. Any referral from a teacher may also result in loss of a gold card.

## ACADEMIC INFORMATION

### ACADEMIC ELIGIBILITY POLICY

The Cato-Meridian Central School District is proud to provide opportunities and privileges to students, including but not limited to the following:

- a) Athletic teams.
- b) Field trip opportunities that are not part of required coursework.
- c) Extra-Curricular Clubs and Activities.

In order to participate in these opportunities, students must first be successful academically. Therefore, any student receiving two (2) failing grades will be deemed academically ineligible from all above listed activities for the week following the determination. The following details will further elaborate:

- a) Performance base upon pass/fail for the week immediately preceding the rating will be indicated on a sheet to be turned in by each teacher on Friday morning and submitted to the Junior-Senior High School Secretary/Athletic Assistant. Any grade below 65 is reflective of a failing grade. Teachers have the discretion to allow a student to maintain eligibility based on effort and participation in afterschool sessions. In addition, students with disabilities and BOCES students will be given additional opportunities for support. Our goal is to guide students into successful eligibility. Efforts will be made to communicate with students and families regarding academic standing.
- b) The list will be collated and posted each Monday by 8:00a.m., and the ineligibility as determined by this list will be effective for one (1) week from Monday to Monday at 8:00a.m.
- c) Athletic ineligibility will mean that the student will be expected to practice with the team, but will not be permitted to participate in any athletic contest during that time period.
- d) An ineligible student will be allowed to participate in only those field trips that are a required part of the coursework for a specific class, and for which follow-up in the classroom is provided. Each respective teacher will inform the principal's office when such conditions exist.
- e) Students who fail two or more courses for the last marking period will be ineligible for two weeks in August/September (three weeks if summer school is needed yet the student chooses not to attend or fails multiple courses in summer school). For the purpose of extra-curricular activities that begin prior to September, the ineligibility will begin when the activity (season) begins.
- f) Passing a course in summer school will erase any pending ineligibility period in September only for that course.
- g) Appeals to the principal must be in writing and can only be made/upheld if the student substantiates that an error was made in the calculation of the grade.
- h) The superintendent or his/her designee has final authority to determine eligibility status for activities or situation not delineated under this policy.
- i) This Policy is applicable to students in grades 7 through 12.

## ACADEMIC INTERVENTION SERVICES (AIS)

As per education law all school districts must provide academic intervention services (AIS) which supplement the general curriculum instruction to assist students in meeting the New York Learning Standards. AIS is intended to assist students who are at risk of not achieving learning standards in English, Mathematics, Social Studies and Science. AIS may be held from 2:17p.m.–2:55p.m. if an AIS class (also known as a Mastery Class) is not available within a student's schedule.

## COLLEGE REQUIREMENTS

Students who are in a Regents' oriented program are better prepared for college work as Regents level courses provide better preparation for college. However, you can still attend some colleges regardless of a high school program or type of diploma.

The following is indicated as minimum entrance requirements at a nearby four-year college:

Graduation from an accredited high school including:

Science                   3-4 units with at least 2 lab sciences

Mathematics       3-4 units (college preparation)

Language               3 units

It is recommended that students wishing to apply to competitive colleges should maintain an 85+ average. It is also recommended that students take the SAT and/or ACT exam(s) in the spring of their junior year.

## HOMEWORK

When homework is assigned, it is expected that it will be completed within the time frame given, usually for the next class period. It is at the teacher's discretion as to whether to accept late homework and whether to decrease credit for it. Refusing to complete assigned work either in class or at home is considered insubordination.

**Absentee homework requests will be honored when possible. Students who are absent for only one day should try to get their assignments from a classmate. Students who are absent for two or more days will have work provided by making a request through the Guidance Office. Homework requests must be made 24 hours in advance in order for teachers to respond in a quality manner.**

## INDEPENDENT STUDY AND ACCELERATION

Students may be given permission from the Principal to pursue an independent study program only in the following cases:

- A scheduling conflict prevents a student from taking a necessary subject.
- A student accelerates his or her high school program either because of unusual academic promise or for other reasons deemed appropriate by the Principal after consultation with the School Counselor.

In every case the following procedure will be observed:

- The student will submit a written request signed by a parent or guardian.
- The School Counselor and the Administration will review the request. The School Counselor will consult with the appropriate faculty members and

administration and reach a decision regarding the request. (Depending on circumstances, a conference may be called involving parent, teacher, School Counselor and Principal.)

- If the request is approved, a learning contract will be drawn up between the student and the appropriate faculty member. The contract will cover student responsibilities, grading procedures, student/teacher meeting times, etc.

Accelerated students also may be given permission to double-up in a major subject area during their junior or senior year of high school. The student who plans on accelerating in this way must have parental permission and the approval of Guidance and Administration.

### **LEARNING CENTER**

A Learning Center is located in Room 127 on the first floor of the jr.-sr. high school. The goal of providing a Learning Center is to assist students as they strive to reach their full academic potential. This center is available to all students for academic assistance. While the teacher of the student's subject area class continues to be the primary source of assistance, the Learning Center can be in addition to that, used when the schedules of the student and teacher do not coincide, or when intensive help on a short-term basis is needed. A variety of support services are available, such as study skills, organizational skills, writing skills, math concepts and test preparation. Students may use the Learning Center at any time during the day (as long as the student is not missing a scheduled class) through self-referral, parent referral, or teacher recommendation. The length of time any student uses the Learning Center varies depending on the nature of the problem. Students are strongly encouraged to make appointments to use the Learning Center so that more appropriate services can be provided. "Walk-ins" will be available on a limited basis. More information is available by contacting the Guidance Office.

### **NATIONAL HONOR SOCIETY**

Students in Grades 11 and 12 whose cumulative weighted grade point average is 90.000% or higher are eligible for membership in the National Honor Society. Upon notification of eligibility, students who wish to be considered for membership must submit a Letter of Intent and an Activity Assessment Form. The entire staff evaluates students on leadership, service, and character. The Faculty Council considers the Letter of Intent, the Activity Assessment Form and the teacher evaluations in the decision whether to accept candidates to membership into the National Honor Society.

The three criteria evaluated once the student meets the academic minimum are leadership, service and character. Students may demonstrate leadership by holding elected offices in school and community organizations, as well as other roles and activities which demonstrate leadership and responsibility. The contribution of service school, community and others is considered as well. Positive character traits are a must for the NHS candidate. Honesty, integrity, self-discipline, respect, and a positive work ethic are all part of positive character.

**After all information is gathered on each candidate, membership is granted only to those students selected by the Jr.-Sr. High School's Faculty Council. Members**

**of the Faculty Council will discharge their responsibilities in the most objective manner possible. However, it is important to recognize that all decisions of this kind involved in the selection process have some subjective aspects.**

## **PHYSICAL EDUCATION**

### **Jr.-Sr. High School Physical Education Mission**

It is the mission of the Cato-Meridian Jr.-Sr. High School Physical Education Department, guided by the New York State Learning Standards, to provide a program that will vest the students with the ability to live an active, healthy, and productive lifestyle. Students will have obtained the knowledge, skills, and the ability to maintain and manage personal and life-long wellness.

New York State Guidelines require that students have a complete change of clothing in order to participate in physical activity. For this reason, as well as to maximize freedom of movement, students are required to wear the following attire: an appropriate T-shirt, athletic shorts (elastic waist – no belt loops), athletic socks, and athletic shoes. The attire should be worn for all indoor and outdoor Physical Education classes. Safety glasses are necessary for specific activities. Such items as a pair of sweat pants and warm-ups may be kept in lockers for use during outside activities on days when the staff feels they are needed due to the nature of the activity, the weather conditions, or the conditions of the fields. No student will be allowed to participate if not properly dressed for class. A combination lock will be issued to each student in September and must be turned back in June. If the lock is lost or stolen a fee of \$5.00 will be charged to replace it.

List of potential activities:

Football	Soccer	Project Adventure Activities
Basketball	Tennis	Weight Lifting/Fitness
Lacrosse	Crossfit	Cross Country Skiing
Badminton	Handball	Minute to Win It
Archery	Ping Pong	Floor Hockey
Pickleball	Survivor	Track and Field
Golf	Dance	Snowshoeing
Softball	Broomball	Volleyball
Base Games		

New York State requires participation in Physical Education classes in order to receive credit toward graduation.

## **SEEKING ASSISTANCE**

We encourage students to seek assistance from teachers when they are experiencing difficulty or if they have a need to make up work. They should not wait until their grade falls into the failing range before they contact a teacher. Because teachers are often involved in meetings after school, it is very important that students make arrangements with the respective teachers a day in advance or, at the very least, consult with the teacher during the day before staying.

Because the instructional day does not officially end until 2:55p.m., teachers may

assign students to an afterschool remedial or make-up session. Students will be expected to honor such teacher requests.

## **WHERE TO GO:**

### **Main Office**

PA Announcements  
Permission Slips  
Late Arrival Check-In  
Absence Excuses  
Parking Registration  
Student Activities  
Bus Information  
Issues with Staff or Students  
Lost and Found  
Teacher Schedules  
Visitor Pass  
Work Release Sign-Out  
Safety or Legal Issues

### **Guidance Office**

Lockers  
Scheduling Issues  
Academic/Career Information  
College Information  
Transcripts  
Transfer Students  
Personal Issues  
Records/Grades

### **Health Office**

Working Papers  
Illness  
Reporting Accidents

## **TEXTBOOKS AND MATERIALS**

In general, textbooks are furnished to all students. These books represent an annual investment of thousands of dollars. Books are numbered and signed out to each student. These books, once signed out, are the student's responsibility. A student who loses school-owned books or materials will be obligated to pay a replacement amount which is based on the replacement cost, age, and condition of the item. The money must be paid before Report Cards are issued. If books or materials are damaged, the student will be charged an appropriate fee.

Student financial obligations will be carried over from year to year. If there is an outstanding bill, a diploma will not be awarded, an Honor Pass will not be issued, records or transcripts sent.

All textbooks are to be respected and cared for, preferably by protecting them with a cover and storing them properly. If a textbook is misused, damaged, or lost, it is to be paid for according to the following schedule:

New or Excellent	2/3 of original cost
Good	1/2 of original cost
Fair	1/3 of original cost
Poor	1/4 of original cost

## **STUDENT SERVICES**

### **GUIDANCE OFFICE**

The Guidance Office offers a variety of services to students at the jr.-sr. high school including:

- Individual counseling: personal, academic, career, and social.
- Small group counseling: school success, conflict resolution, stress management, and coping with grief and loss.
- College planning, career education and exploration.
- Consultation with parents, teachers, and administration.
- Referral services to outside agencies.

The Guidance Office offers access to career interest inventories, computers for on-line information to colleges, financial aid information, college catalogues, as well as scholarship information.

Students can make an appointment to see a counselor during their study hall time, lunch, or after school. Any student experiencing a more immediate crisis will be seen right away.

Parents with questions or concerns or who would like to set up parent conferences can call the Guidance Office at (315) 626-3439 x3821.

The goals of the counseling department include advocating for all students, assisting them to develop decision-making skills, and encouraging combined efforts among community, family, and school to help students achieve maximum academic excellence. Please contact Mrs. Cheryl Sawyer for advisement.

### **SCHOOL PSYCHOLOGIST**

We have a School Psychologist who can help you. The psychologist very often works to diagnose and evaluate your academic ability through tests, classroom observations, interviews, and record evaluations. The psychologist can also counsel you individually, or in groups. Sometimes the psychologist can help you by connecting you with an outside agency. You can make an appointment to meet with the psychologist through the Guidance Office.

### **HEALTH SERVICES**

The Cato-Meridian Central School District recognizes the correlation between good health and good academics. One of our goals is to assist parents in helping their child to have a safe and healthful school environment.

### **COMPULSORY IMMUNIZATION LAW**

New York State Law does not allow students to be admitted or allowed to attend school in excess of 14 days without appropriate certification of immunization. A full chart of 2022-2023 immunization requirements may be found on the school website at [www.catomeridian.org](http://www.catomeridian.org) under the SCHOOL NURSE section. Please make every effort to obtain these immunizations in a timely manner when the school nurse notifies you of the need.

Religious exemptions are not recognized in the State of New York. Medical exemptions are allowed in the case that immunization would be detrimental to the child's health. Forms for exemption are required to be submitted to the school nurse.

In the case that a student cannot obtain his/her immunizations through their own physician, Cayuga County Health Department runs immunization clinics. Please call 315-253-1560 for an appointment.

### **EMERGENCY INFORMATION**

At the start of each school year, the school will send an emergency contact form home. Parents must complete this form and return it as soon as possible with their child. Parents must ensure that the names and numbers they give the school can be reached during an emergency. If a child is injured, or too sick to stay in school, the school will need to be able to reach someone. Please let the school know when there are changes in these items (day care provider, phone number, and place of work, etc.) during the school year (September-June).

### **PHYSICAL EXAMINATIONS**

It is required by New York State Education Law that the following students have a yearly physical:

- New students entering the district
- Students entering grades 7, 9 and 11
- Students (grades 7-12) participating in interscholastic sports
- Students who need working papers

It is highly recommended to have the student's own doctor perform their physical. The school physician comes at different times throughout the school year to complete any physical needed for required grade levels, sports, and working paper physicals. If there is no record of a physical on file and the school has not been notified otherwise, the student will have their required grade level physical at school performed by the school physician.

### **NURSE'S OFFICE GUIDELINES**

- Physical education excuses must be brought to the nurse's office.
- All injuries and/or accidents that occur on school property must be reported immediately to the nurse's office.
- All injuries and/or accidents that occur off school property during school related activities must be reported immediately to the advisor/coach, who will then report it to the nurse's office upon return to campus.
- During the school day, a pass from the classroom teacher is required to come to the nurse's office. Students are not to report to the nurse's office between classes unless it is an emergency. A student who reports to the nurse's office without a pass will be sent back to the class unless it is a true emergency.

### **ADMINISTRATION OF MEDICATION TO STUDENTS**

For those students who need prescribed medication or over-the-counter medication during school hours, the following conditions must be met:

- The medication must be brought to the school nurse by the parent/guardian in the original container with an intact and legible label.

- The parent/guardian submits written consent for the student to receive medication at school from the school nurse.
- An order from the student’s physician indicating: name of person receiving medication, name of medication, time to be given, dosage, route, and duration of treatment.

New York State allows students with respiratory (breathing) conditions, allergies, and/or diabetes the right to independently carry and use their inhaled respiratory medications, epinephrine auto-injectors, and insulin, glucagon, and related diabetic supplies if the following is provided to the school nurse:

- Written permission from the parent/guardian
- Written provider order with attestation stating both the diagnosis, and that the student has demonstrated they can effectively administer the medication.

Independent carry and use of medications means that your child will take their own medicine without any help. The school will not know if your child takes their medicine. Staff support would be provided only in an emergency. Please contact the school nurse in order to obtain the necessary ATTESTATION FORM for your physician to complete.

## **LIBRARY**

Welcome to the library! The library is open during the day and before and after school. There are many resources available to students such as research databases and great books to read. The link to search for books is: <http://cmh.scoolaid.net>. Our library website can be found here with all of our online resources including Ebooks: <https://sites.google.com/catomeridian.org/scutri>.

### **Library Rules**

- All students are welcome to use the library. Students must have a pass and sign in upon arrival. Ineligible students must have a pre-signed pass from a student’s teacher.
- Students are expected to be respectful and use their time productively. Any student being disruptive will be asked to leave.
- Books can be signed out at the circulation desk. They are loaned for five weeks and can be renewed at any time.
- Students are responsible for lost or damaged books. Students may replace the book with a new copy or must pay to have it replaced.
- All students are invited to attend special events held by the library. Listen for announcements for more details during the school year!

## **ATTENDANCE POLICY**

School attendance is both a right and responsibility. The Jr.-Sr. High School environment is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. The school district recognizes that consistent school attendance, academic success, and school

completion have a positive correlation with future life endeavors; therefore, the purposes of its attendance policy and procedures are as follows:

- To increase chances of school completion for all students
- To raise student achievement and close gaps in student performance
- To identify attendance patterns in order to design attendance improvement efforts
- To know the whereabouts of every student for safety and other reasons
- To verify that individual students are complying with education laws relating to compulsory attendance
- To determine the district's average daily attendance for state aid purposes

#### **THE JR.-SR. HIGH SCHOOL STAFF WILL:**

- Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
- Maintain accurate record keeping via a register of attendance which will record attendance, absence, tardiness and early departure of each student.
- Utilize data analysis systems for tracking individual student attendance as well as individual and group trends in student attendance problems.
- Develop early intervention strategies to improve school attendance for all students.

#### **NOTICE OF MINIMUM ATTENDANCE STANDARD/INTERVENTION STRATEGIES**

In order to ensure that parents/guardians and students are informed of the district's policy regarding minimum attendance and how the school plans to implement specific intervention strategies to increase attendance, the following guidelines shall be followed by the school staff:

- A staff member will periodically give the student's parent/guardian notification of the student's attendance record including absences, tardiness, and early departure. This notification will be via telephone or letter sent home in the mail or with the student. At this time the parent/guardian will be informed as to how the student's attendance may affect the student's ability to receive credit for their courses.
- The principal or designee will meet with students having an excessive number of absences, to review the district's attendance policy. Appropriate student support services within the district will be implemented and if necessary, referral to outside support services will be made prior to denying course credit on the basis of attendance.

#### **ABSENCES, TARDINESS, EARLY DEPARTURE**

The district has determined that absences, tardiness and early departures will be considered excused and unexcused according to the following standards:

**Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, doctor appointment (verification required), approved college visits (verification required), approved cooperative work programs, military obligations, or other such reasons as may be approved by the Board of Education.

**Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason of or the lack of attendance does not fall into the above categories (e.g. family vacation, hunting, babysitting, haircut, employment, obtaining learner's permit, road test, oversleeping, or missed the bus). Teachers are under NO obligation to provide missed work, tests or quizzes if the absence is deemed to be illegal or in the case of truancy.

**If your child is absent from school,** you may communicate with the school using the following:

1. Fill out the online form located on the Jr.-Sr. High School website.
2. Email absence information to: [CMJRSROFFICE@catomeridian.org](mailto:CMJRSROFFICE@catomeridian.org)
3. Call the school nurse if needed at (315) 626-3439 ext. 3831. Please leave a message with your child's full name and reason for absence. Please note that even though a phone call is received, a written or electronic note must be submitted.

**If you child is late to school,** you may communicate with the school using the following:

1. Fill out the online form located on the Jr.-Sr. High School website.
2. Email tardy information to: [CMJRSROFFICE@catomeridian.org](mailto:CMJRSROFFICE@catomeridian.org)
3. Call Janice Hastings or the main office staff at (315) 626-3439 ext. 3800. Please leave a message with your child's full name and reason for tardiness. Please note that even though a phone call is received, a written or electronic note must be submitted within 24 hours for students to avoid a possible consequence.

## **TARDINESS TO SCHOOL**

- Students are expected to be in school on time.
- Students who are not in homeroom seats at the 7:40a.m. bell are tardy.
- Students who are tardy must report to the Main Office upon entering the building with an explanatory note signed by a parent (telephone call from parent is **not** accepted). If it is not possible for the student to bring a note with them on the day that they enter school tardy, students will be given one (1) day following the tardy to bring in a signed parental/guardian note explaining the reason for the tardiness. If a note is not presented on the second day, detention will be assigned. Please also refer to the preceding section on page 35, **If your child is late to school.**
- If a student attends AM BOCES yet is tardy to school and subsequently misses the bus, they will be placed in In School Planning (ISP) until their regularly scheduled planning.

- The Main Office will issue a tardy admit slip which the student must hand to the teacher upon arrival at class.
- Consequences for multiple unexcused absences or tardiness will be imposed according to the schedule located in the discipline chart.

## **NOTICE OF STUDENTS WHO ARE ABSENT, TARDY OR DEPART EARLY WITHOUT PROPER EXCUSE**

A designated staff member shall notify the parent/guardian by telephone that their student is absent, tardy, or departs early without proper excuse. The staff member shall explain the *District's Comprehensive Student Attendance Policy*, the district's/building level intervention procedures, and, if appropriate the relationship between student attendance and course credit. If the parent/guardian cannot be reached by telephone, the staff member will provide such notification by mail. The district's attendance policy will be mailed to the parent/guardian to promote awareness and help ensure compliance with the policy.

If deemed necessary by appropriate school officials, or if requested by the parent/guardian, a school conference shall be scheduled between the parent/guardian and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

## **DISCIPLINARY CONSEQUENCES**

Unexcused absences, tardiness, and early departures will result in disciplinary sanctions as described in the Jr.-Sr. High School Code of Conduct.

## **APPEAL PROCESS**

A parent/guardian may request a building level review of their child's attendance record.

## **MAKING UP CLASS WORK**

The student must meet with the respective teacher to arrange to make up any missed work. Failure to do this may result in loss of credit for the course. If this should fall at the end of the first semester, the student may be given an "incomplete" on his or her report card for that subject. **If this should occur at the end of the second semester, the student will have until the day of the course's final class period to complete all work missed.** Accommodations will be made for students who are classified as disabled under IDEA or 504.

If a student is going to be legally absent from school for 3 or more consecutive days, homework assignments may be requested by calling the Guidance Office. **The request for homework must be made 24 hours in advance of when you will pick up the assignments.** The assignments may be picked up in the Guidance Office. A student with unexcused absences from school shall not be afforded the opportunity to make up tests, quizzes or assignments.

A student on In-School Suspension or Out of School Suspension must complete all school work during his/her suspension. No extra time will be allotted.

As written, this protocol for making up class work refers to absences incurred at the end of a marking period (10, 20, 30, 38 weeks). If a student is absent mid-marking period (5 weeks for example), he/she will be given 2 school days to make up the work for every 1 day of school missed, i.e. 2 days absent = 4 days to make up work, if those absences were excused. Unexcused absences may not be given the opportunity to make up any missed work or tests and a “0” may be assigned for a grade on that assignment.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction that was missed shall be counted as equal to regular attendance in class.

Upon returning to school following a properly excused absence, tardiness, or early departure; it is the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments, and exams in accordance with the time schedule specified by the teacher.

### **PERFECT ATTENDANCE**

Perfect attendance will be granted to students with no absences. Excused (legal) tardy, excused (legal) early dismissal, and educational events (school sponsored events, school related events as deemed by principal, and class trips) do not affect perfect attendance. In order to be eligible for perfect attendance, a student must be in attendance for a minimum of four periods (or three hours). Students tardy three or less times by one to two minutes will be considered for perfect attendance depending on the circumstances of their tardiness.

### **STUDENT CODE OF CONDUCT**

The Board of Education, in partnership with the Cato-Meridian Central School District community, expects students to conduct themselves in an appropriate and civil manner and with proper regard for the rights and welfare of: other students, Cato-Meridian Central School District personnel, and other members of the educational community. It is also expected that they will have respect in regards for the care of Cato-Meridian Central School District facilities and equipment.

The best discipline is self-imposed and students must learn to assume and accept responsibility for their own behavior as well as the consequences of their misbehavior. Cato-Meridian Central School District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student’s ability to grow in self-discipline.

The Board of Education needs to make its expectations for student conduct specific and clear in regards to when students are on Cato-Meridian Central School District property or engaged in a Cato-Meridian Central School District sponsored functions. The rules of conduct listed below are intended to do that as well as focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these rules will be required to accept the penalties for their conduct.

## **ACADEMIC DISHONESTY**

Academic dishonesty is any type of cheating that occurs in relation to a formal academic exercise. It can include but is not limited to:

- **Plagiarism**: The reproduction and/or submission of ideas, words or statements of another person without due acknowledgment. Also the use of falsified data or records. “Plagiarism” is the “act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the products of one’s own mind.” It involves “the use of any outside source without proper acknowledgment.” In the academic setting, an “outside source” includes “any work, published or unpublished, by a person other than the student.”
- **Fabrication**: The falsification of data, information, or citations in any formal academic exercise.
- **Deception**: Providing false information to an instructor concerning a formal academic exercise (giving a false excuse for missing a deadline or falsely claiming to have submitted work). Use of an alternate, stand-in or proxy during an examination.
- **Cheating**: Any attempt to give or obtain assistance in a formal academic exercise (like an **examination**) without due acknowledgment. Use of unauthorized material including textbooks, notes, calculators, or computer programs during an examination or on a major project. Supplying or communicating in any way unauthorized material including textbooks, notes, calculators, or computer programs during an examination or on a major project. Alteration of computer and/or grade book records or forgery of signatures for the purpose of academic advantage.
- **Sabotage**: Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- **Copying/Sharing**: Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher.

## **ACT OF VIOLENCE**

To strike, hit, kick, punch, scratch, or otherwise physically assault another person; to damage or destroy the personal property of a teacher, administrator, other District employee, or any person lawfully on District property; to intentionally damage or destroy District property; or to commit any act that is included within the definition of a violent pupil, as defined herein. Acts of violence include arson, assault, bomb threats, fighting, and possession of an explosive or a weapon.

## **ADVERTISING**

The general distribution or dissemination of printed, written, recorded, or other materials without the prior approval of the Building Principal. Posters must be approved and initialed by the Building Principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on district property.

## **ARSON**

The intentional destruction or other damage by fire, explosion, or smoke to real property or personal property of the District, to personal property of District students or staff, or to personal property of third parties.

## **ASSAULT**

The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.

## **BOMB THREAT**

The intentional false claim that an explosive device is located somewhere within the property of the school district.

## **BULLYING**

Per Board of Education Policy #7552, the term bullying among children is defined, in general, as: “a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.” Bullying can take three forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

## **CELLULAR PHONES**

Cellular devices (including wearable devices) are allowed, at the discretion of the instructional staff and administration.

## **CYBERBULLYING**

Cyberbullying includes, but is not limited to, the following misuses of technology during or after school hours, on/off school property: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs).

## **DESTRUCTION OF PROPERTY**

The destruction, defacing, or other impairment of Cato-Meridian Jr.-Sr. High School or District property or property belonging to other persons.

## **DISCRIMINATION/BULLYING**

Discrimination/bullying includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner.

## **DISRUPTIVE CONDUCT**

Conduct that obstructs or disrupts a teaching, research, administrative, or disciplinary procedure or any other authorized District or Jr.-Sr. High School activity. Disruptive conduct includes, but is not limited to: running in hallways, making unreasonable noise, using language or gestures that are obscene or lewd, willfully interfering with the free flow of vehicular or pedestrian traffic, failure to comply with the lawful directions of any District employees, being late for school or class, being unprepared for class, or engaging in any willful act that disrupts the normal operation of the school community.

## **DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

The elements of a student's appearance shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Recognize that overly revealing garments are not appropriate.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Hats are allowed within the building, no hoods. Hats will be removed, however, upon staff request in their classroom or office. Hats that interfere with the educational process will not be allowed.
5. Not include, or imply vulgar, obscene, and libelous items or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and or encourage other illegal or violent activities.
7. Long overcoats or trench coats must be kept in the locker during the school day.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## **DRUG AND ALCOHOL ABUSE**

**Cato-Meridian Central School District Property is a designated Drug-Free School Zone. Any and all violators of the school's policy or the penal law as it applies to**

**drug and alcohol possession and/or abuse will be subject to a double penalty and under both divisions.**

Drug and alcohol abuse is a community-wide problem. Education of the dangers of drug and alcohol abuse is a responsibility of the schools, as well as the parents. The consumption, sharing and/or selling, use and/or possession of alcoholic beverages, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be prohibited at any school function or on school property at all times. In the control of drug traffic and in the treatment of drug dependent youth, the schools will cooperate with officials of the agencies which have primary responsibility.

The problem of drug and alcohol abuse among young people must be approached from several points of view including: education, control, disciplinary action and treatment.

**DRUG/ALCOHOL POLICY**  
**DEFINITIONS**

**Drug:** Any of those substances (including “look-alikes”) of whatever name or chemical designation known that are specified as controlled substances under Section 3306 of the New York State Public Health Law, as now enacted or hereafter amended. A list of these drugs shall be made available in the Principal’s office. The definition of “drug” also includes alcoholic beverages.

**Sell:** To exchange, give, or dispose of to another, or to offer or agree to do the same.

**Possession:** Having on one’s person or within one’s environment under circumstances suggesting the likelihood of the exercise of custody or control, or in or on one’s means of conveyance, or in one’s locker or other means of safeguarding or transporting one’s possessions.

**Use:** To inject, ingest, inhale, or otherwise cause or allow a drug to react with a physiological or psychological process of the body.

**Drug Abuse:** To sell, possess, or use drugs in an unlawful manner that jeopardizes the health, safety, and welfare of the individual student or other students of the District.

**School Property:** Any real property owned, leased, or otherwise used by the Cato-Meridian Central School District, including motor vehicles owned, leased, or otherwise used by the District.

**School Activities:** Any event conducted, sponsored, approved, or otherwise occurring under the jurisdiction of or cooperation with the Cato-Meridian Central School District, whether held on or off school property. A school activity includes the period of time going to and returning from said event. School activities also include waiting for a school bus at a designed school bus stop. All students who attend school functions or events may be subject to an alcohol or drug screening test upon reasonable suspicion and request of an administrator.

**Loitering:** To linger in or about an area where there is evidence of a violation of the drug policy.

**Look-Out:** Acting as a look-out to facilitate carrying on any activity in violation of the drug policy.

**Zero Tolerance:** Our Drug Free School Zone signage indicates that any violation of our policy within one thousand (1,000) feet of our campus may be subject to double the legal penalties.

### **STATEMENT OF VIOLATION**

The possession, use, sale, or transfer of drugs or drug “copycats” on school property or at school activities is strictly prohibited. Loitering and/or acting as a “look-out” in a drug-related incident is also prohibited.

### **DISCIPLINARY MEASURES**

See Disciplinary Procedures and Guidelines.

### **DRUG/ALCOHOL VIOLATION**

Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either. Illegal substances include, but are not limited to, drug paraphernalia, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroine, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs”, including synthetic drugs.

### **ELECTRONIC CIGARETTE**

See Tobacco and Smoking Use section.

### **ELECTRONIC DEVICES**

During the school hours of 7:30a.m.-2:55p.m., students are not permitted to use radios, iPods, MP3 players, CD players, electronic games, cameras or laser pens unless required to do so by a teacher. Such devices are to be kept in your locker at your own risk as the District is not responsible for these items. School officials will not investigate lost or stolen items. It is suggested that said items NOT be brought to school. Confiscated items may result in disciplinary action. See “Cellular Phones” section for further details about cell phones.

### **ENDANGERING THE HEALTH AND WELFARE OF ANY STAFF MEMBER, STUDENT, OR OTHER**

Any act, which is perceived by the Administration to be injurious to the health and safety of any staff member or student.

### **EXTORTION**

Any intentional action which reasonably instills fear in another individual that the act of another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual.

### **FALSE ALARM**

The intentional or grossly negligent activation of a fire alarm when no threat of fire exists; or the initiation, instigation, or communication to the District or any of its employees of any other claim of fire or threat thereof when none exists.

## **FIGHTING**

Combative physical contact or other violent encounters between two or more persons.

## **FORGERY**

The involvement in the initiation or fabrication of a parent or guardian's signature.

## **GAMBLING**

The risking of something of value upon the outcome of a contest of chance or a future contingent event upon an agreement or understanding that one will receive something of value in the event of a certain outcome.

## **HARASSMENT**

The act of threatening bodily harm or repeatedly tormenting another person based on the victim's race, gender orientation, sexual orientation, ethnic origin, religion, cultural difference, or disability. Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial or religious differences, or based on a disability.

## **HAZING**

Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club, or team.

## **INAPPROPRIATE CONDUCT**

Students or adults may be removed from any school event. In cases of teacher/administrator-initiated discipline, parents will be contacted by letter and/or telephone call.

## **INSUBORDINATION**

The refusal or failure to comply with any Cato-Meridian Jr.-Sr. High School rule, regulation, or policy (including those relating to attendance); or the failure to comply with a reasonable request from Jr.-Sr. High School personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes but is not limited to: demonstrating disrespect toward District employees in charge of students; lateness for, missing or leaving school without permission; and skipping detention. Insubordination, as it relates to non-students, includes but is not limited to, the violation of regulations governing the use of District property and the failure to comply with the lawful directions of District or Jr.-Sr. High School employees or law enforcement officers acting in performance of their duties.

## **LOITERING**

Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic, or standing next to the building.

## **OTHER MISCONDUCT**

The act of soliciting, commanding, aiding, or otherwise abetting any person to commit any act or conduct that is prescribed by this Code, and the commission or omission of any act which is in violation of any federal or state law or any district rule or regulation, including the District's School Safety Plans.

## **PARKING VIOLATIONS**

The act of parking a student-operated vehicle on district property without a parking permit or parking in unauthorized areas. The District assumes no liability for vandalism/theft of the vehicle while on school property. In addition, student vehicles are subject to search with reasonable suspicion.

## **POSSESSION OF AN EXPLOSIVE**

The use, actual or constructive possession, or the sale of an explosive.

## **POSSESSION OF A WEAPON**

The use, actual or constructive possession, or the sale of a weapon.

## **S.A.V.E.**

The Safe Schools Against Violence in Education Act (Project SAVE) provides teachers the right to remove a student from class who disrupts the educational process or substantially interferes with a teacher's authority. Subsequent suspension for class time or for days of in school planning is at the discretion of the Principal or Assistant Principal or his/her designee.

## **SCHOOL BUS EXPECTATIONS**

The following guidelines shall govern student conduct on school buses:

- In general, school buses are extensions of the classroom, and standards of student conduct similar to those that apply in the classroom shall apply to conduct on school buses. Riding a school bus is a privilege earned and not an automatic right to be assumed.
- The bus driver is in charge of the bus. The driver's instructions are to be obeyed promptly by all passengers.
- Upon boarding the bus, students will select a seat and remain seated for the duration of the trip, except in cases where standees are required. Drivers may assign seats when they feel it is necessary.
- No student shall board a bus with any object that cannot be held on his or her lap. Students shall not bring objects on the buses that are potentially dangerous or distracting to other students or the driver. Prohibited objects include, but are not limited to, the following:
  - Radios, tape recorders, and electronic games not related to instruction except by permission from driver
  - Glass objects
  - Weapons
  - Explosive devices
  - Live animals

- Oversized musical instruments
- Oversized athletic equipment
- Students are to be at their bus stop prior to the bus' arrival. Students who are approaching the bus stop as the bus arrives and who make no effort to be on time may be left behind.
- Student actions that have the effect of distracting the driver or otherwise interfering with the driver's ability to operate the vehicle in a safe manner are prohibited. Such actions may include, but are not limited to, the following:
  - Throwing objects within or out of the bus
  - Harassing or fighting with other passengers
  - Extending head, hands, arms, or legs out of bus windows
  - Operating or otherwise tampering with emergency exits
  - Eating, drinking, smoking, and using other drugs and alcohol
  - Creating excessive noise, including verbal abuse of fellow passengers and the use of profanity
  - Causing damage to the vehicle (students responsible for damages will be billed for repair costs)
  - Tampering with the vehicle's operating or safety controls
  - Obstructing the driver's vision; and threatening, verbally abusing, attacking, or swearing at the driver
- For Bus Disciplinary Procedures, please refer to Disciplinary Procedures and Guidelines.

### **USE OF VIDEO CAMERAS ON SCHOOL BUSES – Board of Education Policy 7341**

School buses may be equipped for video camera use in order to monitor student behavior. Violations of the school code of conduct, as well as participation in any illegal activities, will be dealt with in accordance with applicable law and school regulations. All film used in relation to this policy shall be the sole property of the District, and the Superintendent or his/her designee shall be the custodian of such film. Requests for viewing a film must be in writing to the Superintendent or his/her designee; and, if the request is granted, such viewing must occur in the presence of the District's designated custodian of the film. Under no circumstances will the District's film be duplicated and/or removed from the District's premises unless in accordance with court order and/or subpoena.

### **SEARCH AND SEIZURE POLICY**

Administration has an obligation to maintain a safe and orderly educational atmosphere. Once a student enters school property their expectation of privacy as to what is on their person and what is contained in their belongings is reduced by the need of the school to maintain a safe and orderly educational atmosphere. The school reserves the right to search lockers, book bags, vehicles or student property when deemed necessary to maintain safety and order. Furthermore, a K-9 may be used unannounced throughout the school year to conduct sweeps of vehicles, buildings and

property within school property to reduce the presence or influx of drugs, weapons, and/or explosives for the protection of all inside the school.

### **SEXUAL HARASSMENT**

The Cato-Meridian Central School District sexual harassment policy prohibits employees, students, and other individuals from making unwelcome sexual advances, requests for sexual favors, threats, and other verbal or physical conduct of a sexual nature to other employees or students when: submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or such has the purpose or effect of unreasonably interfering with an individual's work or school performance, or creating an intimidating, hostile or offensive working or learning environment.

Examples of conduct that may be interpreted as sexual harassment include, but are not limited to, lewd or sexually suggestive comments; sexting; off-color language; jokes of a sexual nature; sexual slurs and other verbal, graphic or physical conduct relating to an individual's sex; and the display of sexually-explicit pictures, greeting cards, articles, books, magazines, photographs, or cartoons. The Administration has the authority to investigate any violation brought to their attention.

### **SEXUAL OFFENSES**

Sexual offenses which include forcible compulsion and completed or attempted sexual intercourse or aggravated sexual conduct with or without a weapon. Other sex offenses involving inappropriate sexual contact but no forcible compulsion. Inappropriate sexual contact includes, but is not limited to the following: touching or grabbing another student on a part of the body that is generally regarded as private; removing another student's clothing to reveal private body parts.

### **TARDY**

Students are tardy when they are not in their seats when the bell rings. Tardy to school means arriving to school after homeroom attendance has been submitted.

### **TECHNOLOGY USE**

#### **APPROPRIATE USES OF THE INTERNET**

- Completing an assignment under the direction of a teacher.
- Completing an assignment for a course specifically designed to use the Internet.
- Using electronic mail (within e-mail regulations). Students will be given individual e-mail accounts. Students are **NOT** to access their personal e-mail accounts unless permitted by a teacher or administrator.
- Exploring the Internet to learn more about how to use computers, networks, and the Internet.
- Gaining access to information and news from government agencies, government publications, museums, online databases, online newspapers, universities and other education related sources.

## **PRIVACY**

The District will take reasonable steps to preserve confidentiality, but it cannot be guaranteed. To protect privacy, no user should store personal confidential information on PCs or file servers. To preserve the network integrity, the system administrator has the right to inspect a user's files stored on a District PC or server without prior consent.

## **DISTRICT TECHNOLOGY CODE OF CONDUCT**

1. Access to District technology resources is a privilege made available to faculty, staff, Board of Education, students and adult education participants. It is important to remember that access is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. All users should respect and protect the rights of every other user. They shall act in a responsible, ethical, and legal manner considering the following: United States, New York State, and local laws, and the missions and purposes of other networks used via the Internet.
2. All users must avoid the following inappropriate uses of the District's technology resources:
  - Using resources for financial gain or profit
  - Degrading or disrupting equipment, software or system performance
  - Using resources to interfere with the proper operation of any computer, or destroy data
  - Using information obtained through network and computer resources without giving proper credit to the source (plagiarism)
  - Intentionally interfering with the work of others
  - Using resources in any manner that violates Board policy, federal, state or local law including unauthorized copying or transmission of software
  - Gaining unauthorized access to systems and networks
  - Invading the privacy of individuals
  - Using an account owned by another user, or allowing another user to use your account
  - Posting personal communications without the original author's consent
  - Posting anonymous messages
  - Downloading, storing, printing or distributing files or messages that are profane, obscene, threatening, or that use language that offends or tends to degrade others
  - Downloading, storing, printing or distributing files or messages that contain information considered dangerous to the public at large
  - Downloading, storing, printing or distributing material not viewed as educationally appropriate

## **PENALTIES**

Depending on the nature and severity of a violation, a Building Administrator will take disciplinary action per Board of Education policies or District regulation. If warranted, the Administrator will contact parents and/or shall refer the case to an appropriate school, local, state or federal authority for disposition. Responsibility for costs and damages may be incurred. If appropriate, access rights to technology will be denied immediately.

## **THEFT**

The unlawful use, taking possession of, or control over, property belonging to the District or another.

## **TOBACCO AND SMOKING USE**

For the purpose of this handbook, “tobacco” is defined to include any lighted cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarettes, Juuls and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus in any form.

“Smoking” is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or other product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral device for the purpose of circumventing the prohibition of smoking in this handbook.

“E-cigarette” means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances for inhalation. The term shall include any device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor, but does not include any product specifically approved by the U.S. Food and Drug Administration for use in medical treatment, such as an asthma inhaler.

## **SMOKING AND THE USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY IS A VIOLATION OF SCHOOL BOARD POLICY AND FEDERAL STATE LAW. FROM A HEALTH STANDPOINT, THE USE OF TOBACCO FOR SMOKING AND/OR CHEWING HAS LONG BEEN DOCUMENTED AS INJURIOUS TO ONE’S HEALTH AND WELL-BEING.**

There is to be NO SMOKING IN OR ON SCHOOL PROPERTY. It is a health hazard to everyone. Any student wishing to quit smoking may participate in the Tobacco Free Schools Program. This is a voluntary and confidential program designed to help students, not punish them. For more information, see the school nurse or health teacher.

Please note we will be working with law enforcement and town justices to eliminate smoking in and on the Jr.-Sr. High School property. This may result in court appearances and/or fines.

## **TRAFFIC VIOLATIONS**

The operation of a motor vehicle on District property at a speed in excess of ten (10) miles per hour; or the operation of snowmobiles, motorbikes, go-carts, motor scooters, and other motorized vehicles other than those owned by CMCS D. The only motor vehicles allowed to be operated on district property are those automobiles, buses, and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the District’s driveways, parking fields, or other portions of

District property for the purpose of attending District activities or conducting business or performing services for the District.

### **TRESPASSING**

The entry upon or use of district property without proper authorization in situations where said property is restricted in entry of use. As it relates to students, trespassing includes a student's presence in any District building other than the school he/she regularly attends without permission from the administrator in charge of the building. Trespassing also includes being on school property beyond school hours with no authorized purpose.

### **TRUANCY**

A student is truant when the student is illegally absent from school without the knowledge and consent of a parent/guardian; fails to attend school when required by law to be in school; or fails to attend classes in consecutive periods. To avoid truancy, students are expected to bring a written explanation from their parent/guardian the day they return to school to excuse their absences.

### **UNLAWFUL DETENTION**

Unlawful detention occurs when the student is absent with the knowledge and consent of his/her parent or guardian, for other than excused reasons (e.g. work, needed at home).

### **VANDALISM**

The willful destruction of the real or personal property of the District or another person. (In addition to suspension, restitution in the form of money or work may be expected.)

### **VIOLATION OF CIVIL RIGHTS**

Conduct that has the effect of depriving another of a civil right.

### **SCHOOL SAFETY AND THE EDUCATIONAL CLIMATE (SSEC)**

**\*These offenses are reportable to the New York State Education Department**

1. Homicide
2. Sexual Offenses
3. Assault
4. Weapons
5. Material Incidents of Discrimination, Harassment, and Bullying  
5b. Cyberbullying
6. Bomb Threat
7. False Alarm
8. Threat (Other than Bomb Threat or False Alarm)
9. Use, Possession or Sale of Drugs
10. Use, Possession or Sale of Alcohol

## **DISCIPLINARY PROCEDURES AND GUIDELINES**

Staff members and administrators use the Disciplinary Procedures and Guidelines when handling discipline cases. They outline the type and degree of penalty that may be applied to each case. **The Principal has discretion to alter the action taken based on factors such as the nature of the offense and the circumstances surrounding it.**

Hi-lighted offenses are reportable to the New York State Education Department School Safety and the Educational Climate (SSEC).

<b>Unacceptable Behavior</b>	<b>1st Step</b>	<b>2nd Step</b>	<b>3rd Step</b>
<b>Academic Dishonesty</b>	Loss of Credit (Parent phone call by teacher)	Loss of Credit, ISP 1-2 days, parent conference	OSS 1-3 days, possible removal from AP and Honors Courses
<b>Advertising</b>	Warning/removal of ad/approval of Principal	Warning/ removal of ad/approval of Principal Detention	Warning/removal of ad/approval of Principal ISP 1 day
<b>Assault SSEC 3.</b>	OSS, Superintendent's Hearing, law enforcement notification		
<b>Arson</b>	OSS, Superintendent's Hearing, law enforcement notification		
<b>Bomb Threat SSEC 6.</b>	OSS, Superintendent's Hearing, law enforcement notification		
<b>Bullying/Threatening/ Abusive Verbal Harassment/ Discrimination SSEC 5.</b>	ISP 1 day – OSS 3 days, conference between those involved, parent notification	OSS 3-5 days	OSS, Superintendent's Hearing, law enforcement notification
<b>Cellular Phones</b>	Warning	Confiscation by main office, parents pick up phone, Lunch Detention	Confiscation, ISP 1 day, parents pick up phone

<b>Unacceptable Behavior</b>	<b>1st Step</b>	<b>2nd Step</b>	<b>3rd Step</b>
<b>Class Cut</b>	1 Teacher Detention	2 Teacher Detentions	ISP ½ day
<b>Cyberbullying SSEC 5b.</b>	ISP 1 day - OSS 3 days, conference between those involved, parent notification	OSS 3-5 days	OSS, Superintendent's Hearing, law enforcement notification
<b>Destruction of Property</b>	Restitution for damages/ISP	Restitution for damages/OSS	OSS, Superintendent's Hearing, law enforcement notification
<b>Disruptive Conduct</b>	Warning/Lunch Detention	Lunch Detention/After School Detention	2 After School Detentions/ISP/OSS
<b>Dress Code Violation</b>	Warning, change clothes	Parent notification, change clothes, Lunch Detention	Parent notification, change clothes, ISP ½ day
<b>Electronic Cigarette (Use or Possession)</b>	Confiscation, ISP 1 day	Confiscation, ISP 2 days	Confiscation, OSS 2 days
<b>Electronic Devices</b>	Warning	Confiscation, parents pick up device, Lunch Detention	Confiscation, ISP 1 day, parents pick up device
<b>Endanger Health and Welfare of Any Student or Staff Member</b>	OSS, Superintendent's Hearing, law enforcement notification		
<b>Extortion</b>	OSS, Superintendent's Hearing, law enforcement notification		
<b>False Alarm SSEC 7.</b>	OSS, Superintendent's Hearing, law enforcement notification		
<b>Fighting</b>	OSS 1-3 days	OSS 5 days	OSS 5 days, Superintendent's Hearing

Unacceptable Behavior	1st Step	2nd Step	3rd Step
<b>Forgery</b>	Warning Lunch Detention ISP ½ day	Lunch Detention/After School Detention	2 After School Detentions/ISP/OSS
<b>Gambling</b>	ISP 1 day	OSS	OSS, Superintendent’s Hearing
<b>Hazing</b>	OSS, Superintendent’s Hearing, law enforcement notification		
<b>Homicide SSEC 1.</b>	OSS, Superintendent’s Hearing, law enforcement notification		
<b>Inappropriate Conduct</b>	Warning/Lunch Detention	Lunch Detention/After School Detention/ISP	2 After School Detentions/ISP/OSS
<b>Insubordination</b>	Warning/Lunch Detention	Lunch Detention/After School Detention/ISP	2 After School Detentions/ISP/OSS
<b>Leaving School Building Without Permission</b>	ISP 1 day, parent notification	ISP 2 days, parent notification	OSS 1-3 days
<b>Loitering</b>	Warning/Lunch Detention	Lunch Detention/After School Detention/ISP	2 After School Detentions/ISP/OSS
<b>Other Misconduct</b>	Warning/Lunch Detention	Lunch Detention/After School Detention/ISP	2 After School Detentions/ISP/OSS
<b>Parking Violation</b>	Warning	Short term loss of privilege	Long term loss of privilege
<b>Possession of a Weapon or Explosive SSEC 4.</b>	OSS, Superintendent’s Hearing, law enforcement notification		

<b>Unacceptable Behavior</b>	<b>1st Step</b>	<b>2nd Step</b>	<b>3rd Step</b>
<b>School Bus Expectations</b>	Warning with possible detention/seat assignment	Short term loss of bus privilege, possible ISP	Long term loss of bus privilege
<b>Sexual Harassment</b>	OSS, Superintendent's Hearing, law enforcement notification		
<b>Sexual Offenses SSEC 2.</b>	OSS, Superintendent's Hearing, law enforcement notification		
<b>Tardy</b>	Warning/Lunch Detention	Lunch Detention/After School Detention	2 After School Detentions/ISP/OSS
<b>Technology Misuse</b>	Warning/Lunch Detention/Loss of Privilege	Lunch Detention/After School Detention/Loss of Privilege	2 After School Detentions/ISP/OSS/Loss of Privilege
<b>Theft</b>	OSS, Superintendent's Hearing, law enforcement notification		
<b>Threat (Other than Bomb Threat or False Alarm) SSEC 8.</b>	OSS, Superintendent's Hearing, law enforcement notification		
<b>Tobacco and Smoking (Possession or Use)</b>	Confiscation/ISP 1 day	Confiscation/ISP 2 days	Confiscation/OSS 2 days
<b>Traffic Violations</b>	Warning	Short term loss of privilege	Long term loss of privilege
<b>Trespassing</b>	OSS, Superintendent's Hearing, law enforcement notification		
<b>Truancy</b>	ISP 1 day	ISP 2 days	ISP 2-3 days/parent conference
<b>Use of Obscene Language/Gestures</b>	ISP ½ day	ISP 1 day	ISP 1-3 days
<b>Use, Possession or Sale of Drugs SSEC 9.</b>	OSS, Superintendent's Hearing, law enforcement notification		

<b>Unacceptable Behavior</b>	<b>1st Step</b>	<b>2nd Step</b>	<b>3rd Step</b>
<b>Use, Possession or Sale of Alcohol SSEC 10.</b>	OSS, Superintendent's Hearing, law enforcement notification		
<b>Vandalism</b>	Restitution, OSS, Superintendent's Hearing, law enforcement notification		

**School Safety and the Educational Climate (SSEC)**

**These offenses are reportable to the New York State Education Department**

<b>Conduct</b>	<b>Steps</b>
<b>1. Homicide</b>	OSS, Superintendent's Hearing, law enforcement notification
<b>2. Sexual Offenses</b>	OSS, Superintendent's Hearing, law enforcement notification
<b>3. Assault</b>	OSS, Superintendent's Hearing, law enforcement notification
<b>4. Weapons</b>	OSS, Superintendent's Hearing, law enforcement notification
<b>5. Material Incidents of Discrimination, Harassment and Bullying 5b. Cyberbullying</b>	ISS, OSS, Superintendent's Hearing, law enforcement notification
<b>6. Bomb Threat</b>	OSS, Superintendent's Hearing, law enforcement notification
<b>7. False Alarm</b>	OSS, Superintendent's Hearing, law enforcement notification
<b>8. Threat (Other than Bomb Threat or False Alarm)</b>	OSS, Superintendent's Hearing, law enforcement notification
<b>9. Use, Possession or Sale of Drugs</b>	OSS, Superintendent's Hearing, law enforcement notification
<b>10. Use, Possession or Sale of Alcohol</b>	OSS, Superintendent's Hearing, law enforcement notification

## **ADMINISTRATIVE DISCRETION**

This policy will be exercised when the situation warrants it. In all situations where a suspension is involved, the building principal or designee reserves the right to determine the length of the suspension (not to exceed 5 days) and whether in-school suspension, out-of-school suspension, and/or a Superintendent's Hearing is warranted. Every attempt will be made to contact the parent/guardian at the time of the suspension.

Requests for assignments will be given to the student's teachers. These assignments may be picked up in the Guidance Office.

## **DETENTION**

When Cato-Meridian students do not abide by the rules of our school, they are subject to detention. Detention is from 2:17p.m.-2:55p.m., Monday through Friday. Students must come to detention prepared to work the full period. Please know that letters will be issued to parents for any faculty/administration referrals.

## **DUE PROCESS**

A student and/or parent/guardian who questions the application of the discipline policy may make an appeal in the following order: building principal, Superintendent of Schools, Board of Education, and the New York State Commissioner of Education. All appeals should be in writing and cite specifically how the discipline code has allegedly been misapplied.

## **SUSPENSION**

All students are required to serve suspension in school unless the Principal deems out of school suspension more appropriate. This allows students to take tests and quizzes which otherwise might be missed. Depending on the infraction, students can be assigned to ISS during the day for a period, full day, or multiple days.

Teachers of suspended students are notified by the Principal to submit class work for the individual students. A staff member supervises students and their assignments throughout the day.

Students on in-school suspension for more than one period on any given day will not be allowed to participate in school activities (assemblies, pep rallies, field trips, etc.) as well as sports practices or competitions. Students serving a series of periods of in-school suspension (for example, two half days or a particular period for several days), are not allowed to participate in school activities on the first day of the series of days to be served.

Students on out-of-school suspension may not enter school grounds at any time or attend any school function off school grounds until they return to class at the conclusion of the suspension.

A student must prepare a plan of action that will lead to improvement in his/her behavior. The student will write a plan approved by the teacher involved with the student infraction or the Principal. The plan will include:

- The rule broken by the student
- Steps to be taken that will lead to improvement

## **THE FOLLOWING REGULATIONS APPLY WITHIN THE IN-SCHOOL PLANNING ROOM:**

- The student is expected to bring all texts, notebooks, and other materials to the ISP Room at the beginning of Homeroom. Students should not expect to go to lockers or visit teachers.
- Students must work independently on all assignments at assigned desks.
- There is absolutely no talking.
- Students must remain in their seats unless given permission by the staff member in charge.
- No eating except during lunchtime. The staff member in charge will escort students to the cafeteria to buy lunch; lunch must be eaten in the ISP Room.
- The suspended student will remain in the ISP Room working on schoolwork until the end of the day at 2:17p.m.
- Permission to use the lavatory must be obtained by the staff member in charge and visits to the restroom should be confined to two per school day.

Any student who does not abide by these rules is subject to out-of-school suspension in addition to serving the remainder of his/her in-school suspension time.

### **GENERAL INFORMATION**

#### **ASSEMBLIES**

Periodically scheduled assembly programs are held for the student body. Students are expected to demonstrate behavior that shows respect for the performers or participants of the program and the audience. Cellular phones are not permitted at assemblies. Transportation to the auditorium for special programs will be necessary on occasion. All rules pertaining to bus riding privileges will be enforced.

#### **BOTTLES AND FOOD IN SCHOOL**

Due to our concern for everyone's safety on buses and in the building, no glass beverage bottles are allowed in school. Such containers and their contents will be confiscated. Only unopened cans and plastic bottles of water are allowed in the cafeteria during the student's lunch period **only**. In order to maintain a healthy, clean environment, all food must be consumed in the cafeteria or under adult supervision. On special occasions teachers may grant permission to consume food in the classroom.

#### **BUS SCHEDULE**

**AFTERNOON RUNS:** First Run - 2:17p.m.  
Second Run - 2:55p.m.

**Students who remain for the Second Run must be under the supervision of a teacher.** Students may not travel on the bus unless they have a bus pass signed by a supervising teacher, coach, or office personnel. Riding the Second Run is a privilege and may be revoked due to misbehavior.

#### **BOCES BUSES**

	<u>Leaves H.S.</u>	<u>Returns</u>
AM	8:00a.m.	12:00p.m.
PM	11:15a.m.	3:00p.m.

## **CAFETERIA RULES**

- Keep in a straight, orderly line while waiting to be served. Those students with restricted lunch or ISP must report to the front of the line in order to return to the ISP room immediately. This applies to afternoon BOCES students as well.
- Clean tables of all litter and spills then place all waste materials in containers provided. Failure to do so may result in assignment of clean-up duty and/or assigned seating.
- Do not take trays of food, or open containers of food and drinks, from the cafeteria unless you are reporting to ISP or the courtyard. This includes during passing time.
- Only those students with pre-signed passes will be allowed to use the library during lunch periods. No food is allowed in the library.
- Cafeteria monitors are school staff members; their instructions must be followed.
- Do not throw food, pop bags, make unnecessary noise, or cause any disruption to the lunchroom setting. Assignment of Lunch Detention, suspension, change of seat assignment, and/or cafeteria clean-up duty will result.
- Students are not allowed to sell food and/or beverage items to others.
- Students are not allowed to leave the building for lunch, even with parent permission (unless picked up by a parent).

Students/parents/guardians may pay for meals in advance via [myschoolbucks.com](http://myschoolbucks.com) or with a check payable to Cato-Meridian School Lunch. Further details are available on the District's webpage at [www.catomeridian.org](http://www.catomeridian.org). Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued unpaid meal charges within seven days of a negative balance and then every week at the elementary level and bi-weekly at the jr.-sr. high school level thereafter.

## **CRITERIA FOR #504 REHABILITATION ACT OF 1973**

The following criteria must be met in order for a student to qualify for a #504 Accommodation Plan. Under the Rehabilitation Act, a handicapped person includes anyone who has a physical or mental impairment which substantially limits one or more major life activities (caring for one's self, performing manual tasks, walking, seeing, hearing, breathing, and learning). For information, please contact the Director of Pupil Personnel Services (315-626-3439).

## **DANCES AND SOCIAL EVENTS**

Dances at Cato-Meridian Jr.-Sr. High School generally take place from 7:00–10:00p.m. The exception to this is Prom. Dances are for grades 9-12 only. The following rules will be in effect at dances and social events sponsored by Cato-Meridian:

- Students must be in attendance at school and participate in all classes in order to attend a social event that day. If a student reports to school later than 11:00a.m., s/he will be ineligible to attend a dance scheduled for that day unless extenuating

circumstances exist and permission to attend is obtained from the Principal. All medical excuses must be documented on doctor letterhead to be valid.

- Guests must be registered by their Cato-Meridian hosts at least two days prior. Guests must be in good standing at their home school. Guests must be under 21 years of age and at least in 9<sup>th</sup> grade.
- Once students have entered the dance, they must stay. Anyone who leaves will not be readmitted except with specific permission of an advisor.
- Any student who arrives after 8:00p.m. will not be admitted to the dance (unless the Principal was notified in advance of the reason for late arrival).
- Parents/guardians will be contacted if a student leaves the dance before 9:00p.m.
- Everyone, except parents and chaperones, must buy a ticket in order to be admitted.
- Parents/Guardians may be called at any time to pick-up students who exhibit unacceptable behavior.
- Students who give the impression that they have been drinking or under the influence of drugs and who are not properly dressed will not be admitted and parents notified.
- Possession of alcohol and/or drugs will result in disciplinary action according to the District drug policy.
- Students must leave school property immediately upon exiting the dance.
- All students who attend any school event may be subject to an alcohol or drug screening test upon reasonable suspicion and request of a school administrator.

These rules will also apply to student behavior at all other social events (athletic events, field trips, etc.)

### **EMERGENCY AND HEALTH INFORMATION SHEET**

Each student is required to submit a completed emergency sheet signed by a parent or guardian each year. The Emergency Card contains telephone numbers of people who can be contacted in the event of an emergency. It is to the child's benefit that this information be complete and current. Please contact the Main Office whenever phone numbers or addresses change.

### **EVENTS SUSPENSION**

Inappropriate assembly, pep rally, sporting event, dance, and/or field trip behavior may result in suspension from subsequent and/or all ensuing activities of this type. Students not attending school will not be allowed to attend extracurricular activities.

### **FALSE REPORTING OF EMERGENCIES**

A person who reports an incident of an impending crime or emergency knowing the report to be false and likely to result in public alarm or inconvenience has committed the crime of Falsely Reporting an Incident in the Third Degree. This is a Class "A" Misdemeanor, punishable by up to one year in prison and a fine of up to \$1,000.

A person who reports a false bomb threat which is likely to result in public alarm or inconvenience, has committed the crime of Falsely Reporting an Incident in the Second

Degree. This is a Class “E” Felony, punishable by over one year in prison and a fine of up to \$5,000.

For further information, please contact the School Resource Officer (315-209-9561).

### **FIELD TRIPS**

All school-sponsored field trips are to follow these procedures:

- Written permission with health issue statement must be completed.
- You are to ride to and from the destination on school provided transportation.
- Conduct and dress per school handbook policies will be enforced.
- Respect for chaperones is expected.

### **FIRE EVACUATION**

Fire exit routes are posted in each room.

The following rules are to be followed when the fire alarm sounds:

- Everyone will leave the building quickly and quietly following your teacher’s directions.
- Once outside, move well away from the building, keeping the driveways for use by fire apparatus.
- Remain quiet and attentive, being alert to further instructions.

Do not return to the building until the proper instructions have been given and/or the bell rings.

### **HALL BEHAVIOR**

- You must have an Agenda Book with a valid pass entry if you are in the halls after passing time. Paper passes and hard teacher passes are valid only when going to and from the bathroom. Goldenrod passes from the Offices are acceptable any time.
- Agenda Books and passes must be shown to any staff member who asks to see them.
- Normal passing time between classes is 3 minutes to allow time to visit lockers, bathrooms, water fountains, etc. Passes to these places will be issued only in exceptional situations.
- Noise should be kept to a minimum when using your lockers.
- No food is to be taken into or consumed in classrooms without the permission of the teacher.
- Pre-signed passes are required when going for extra help, make-up tests, etc., including when you are leaving from study halls and lunch.
- You must go directly to and come directly back from your destination with no intervening stops.
- You must keep hallways free of litter.

### **LEAVING SCHOOL GROUNDS**

A student who must leave school because of illness must report to the Nurse or to the Principal. A call will be placed to parent or guardian seeking permission to leave. Only individuals identified on the Emergency and Health Information Sheet will be

allowed to pick up a student (unless otherwise notified, in writing).

If a student must be excused for part of the school day, he/she must present a written request to the main office upon arrival at school. The request should specify: name, date and time to be excused, destination and reason for leaving, means of travel from school, and a telephone number by which the above information may be confirmed (parent, doctor, dentist, etc.). Please make appointments during school vacations or after school hours if at all possible.

**Because of the school's legal responsibility for the welfare of the student, we cannot honor requests for students to leave school to run errands or eat lunch off campus during school hours.**

### **LOCKERS**

Lockers are the property of Cato-Meridian Jr.-Sr. High School and are loaned to students during the school year. Because of the school's responsibility for the safety and welfare of all students, school authorities can search lockers at any time with or without students' knowledge or permission. Lockers, desks and other such storage spaces remain the exclusive property of the school and students have NO expectation of privacy with respect to these areas. Please refer to the following guidelines for locker use.

- **USE ONLY THE LOCKER ASSIGNED TO YOU.**
- Keep lockers locked at all times; do not pre-set your combination.
- Keep only essential books and outer garments in lockers.
- PLAN AHEAD! Use lockers only during passing times, before and after school.
- **Do not give your combination to another student.**
- Do not tamper with another locker.
- Only students with a pass signed by a staff member may go to their lockers during a class period. They are reminded to do so quietly.
- Do not keep valuables (money, watches, calculators, etc.) in lockers. These should be left with a teacher or the office.
- Do not kick or write on lockers. Immediately report any problem with your corridor locker to the Guidance Office as you are responsible for damage done to your locker.
- Keep your locker neat and clean.
- Do not post inappropriate or degrading pictures inside your locker.
- All corridor lockers are equipped with built-in combination locks. Additional locks are not permitted and will be removed by custodial staff except when said locks are school issued.
- Only locks issued by the High School are permitted on gym lockers. No other locks may be used; the custodial staff will remove unauthorized locks.
- **THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS LEFT IN LOCKERS AT THE END OF THE SCHOOL YEAR.**

- The school reserves the right to use canines to search lockers to reduce the presence of contraband in the school and for the protection of the students while in school.
- Posting any items on the outside of the locker is prohibited.

**All lockers must be completely cleaned out by the end of the last day of classes. Anything remaining in a locker will be removed.**

### **LOST AND FOUND**

Stray articles are kept in the Main Office. Items found should be turned in to the Main Office. Many articles are turned in regularly. Students who have lost items should check for them in the Main Office.

### **PARENT CONFERENCE**

Parent conferences to discuss a student's academic and/or behavioral concerns will be scheduled at the request of parents, teachers or students. The school counselor will establish the time and notify all teachers of the conference. Where possible, the student will be encouraged to participate in the conference.

Teachers are generally available for conferences with parents before and after school. Parents may make appointments by calling the Guidance Office Secretary. The School Counselor is available for conferences during the day.

### **PASSES AND AGENDA BOOKS**

Each student will be issued an Agenda Book early in the school year or when a transfer student first enters school. This is an important book. It will be a valuable planning tool and resource. It also contains pass pages that will be needed in order for students to be in the hall during class time. A limited number of replacement books are available at a cost of \$7.00 per book.

### **BUS PASSES**

Students who remain for Second Trip must be under the supervision of a teacher and must have a hall pass when in the hallways between 2:17p.m. and 2:55p.m. They may not travel on the bus unless they have a pass signed by a supervising teacher or coach. The Main Office will not issue bus passes unless circumstances dictate.

### **PERSONAL PROPERTY AT SCHOOL**

Articles that are hazardous to the safety of others or interfere in some way with learning or school procedure are prohibited. If used during school hours or on regular bus trips, such items will be confiscated and returned to a parent/guardian. Personal property of great value (expensive jewelry, large sums of money, family heirlooms, and so forth) should not be brought to school. There is no way in which the school can guarantee their protection from loss, theft, or breakage. The school is not responsible for lost, stolen or damaged property. Any student using a cell phone during school hours will be subject to the discipline code.

### **RESTRICTED LUNCH**

When circumstances dictate, the Administration reserves the right to assign students to

a lunch detention(s). Students will eat their lunch in the ISP Room.

Students must report to detention on time on the day scheduled. Any difficulties/changes must be cleared with the Assistant Principal. **IF A STUDENT IS ABSENT ON A DAY OF AN ASSIGNED DETENTION, THE DETENTION WILL BE AUTOMATICALLY REASSIGNED TO THE NEXT DAY ON WHICH DETENTION IS HELD.**

### **RESTRICTED STUDY HALL**

When a student is academically ineligible, any study hall that they have in their schedule will become restricted. This means that the student will not be allowed to leave the study hall room for any purpose other than brief visits to the locker, bathroom or drinking fountain. The student will be required to complete academic work quietly during this period and not engage in game playing, chatting with other students, or listening to electronic devices, etc.

### **SCHOOL CLOSINGS/DELAYS**

In the event that emergencies make it necessary to close the school, announcements to this effect will be made over local TV stations 3, 5, 9 & 10 as well as the school website and SchoolMessenger. This includes school closing announcements.

### **SENIOR JEOPARDY**

When a senior has recorded an overall average of 70 or below, they are considered to be in jeopardy. This will forfeit their work release privilege for the marking period.

### **SENIOR PRIVILEGES**

Senior privileges will be shared with senior class advisors in the fall.

### **SOCIAL PROBATION**

Social Probation is a consequence that may be assigned as a result of a student's inappropriate behavior. A student on Social Probation may be prohibited from attending/participating in school activities. Also, student drivers/riders may lose that privilege during Social Probation.

### **SPECTATOR SPORTSMANSHIP**

Good sportsmanship has always been a tradition at Cato-Meridian. Spectators are expected to behave in a respectful manner. When we are the host school, we will treat our opponents as guests in our school. When we play away, we will act as courteous guests.

All Cato-Meridian spectators are expected to:

- Maintain and exhibit self-discipline and restraint at all times.
- Conduct themselves in such a manner that attention is drawn not to them, but to the participants playing the game.
- Regulate their actions at all times so they will be a credit to the Blue Devil team, knowing that the reputation of Cato-Meridian Jr.-Sr. High School is affected, positively or negatively, by their conduct. They represent the school just as the Blue Devil athlete does.

- Treat the visiting team and their spectators as guests by being courteous and fair.
- Accept the judgment of the coaches and game officials.
- Be modest in victory and gracious in defeat.
- Appreciate good play by both teams.
- Show sympathy for an injured player of either team.
- Direct their energy to encouraging their team rather than booing the officials.
- Learn the rules of the game in order to try to be a more intelligent and appreciative fan.

Anyone who does not abide by these rules will be asked to leave the contest. Repeat offenders may be barred from attending any further home contests.

### **STUDENT PARKING ON SCHOOL PROPERTY**

Driving a vehicle to school as a student is a privilege, not a right, as well as riding with another student who has obtained a parking sticker. Permission will be granted at the beginning of each school year, at the discretion of the principal. Applications to drive or ride are not valid until a parking sticker is issued. If it is necessary for you to drive to and from school, you must stop in the Main Office to get a vehicle registration form for all vehicles and a copy of the student parking policies that explain procedures in detail. **Riders must be registered.** Parking stickers are to be displayed on the car. Failure to register your car(s) could result in the suspension of driving privileges for the semester. Illegally parked cars will be towed at the owner's expense. Students driving to school, who are frequently tardy may have their parking privileges revoked and be subject to the school's discipline policy. Students who attend BOCES or any offsite program are not allowed to drive to the BOCES facility unless permission is obtained from Cato-Meridian administration, parents and BOCES administration.

Parking permission is based on seniority and availability.

The parking lot is off limits to all students during the school day. All vehicles parked on school property are subject to search upon request of Administrator. Reckless endangerment, when in the parking lot will result in immediate loss of parking privileges on school property and possible law enforcement notification.

Students may only park in the student parking lot A, which is the upper parking lot near the brick wall. Parking lot B (the lower parking lot) and parking lot D (at the front of the building) are not available to students. All registered parking permits are issued for student lot A. If you have a Principal's Gold Card, you may park in the honors parking lot C (in the first lot at the front of the building). Senior National Honor Society members and Senior National Technical Honor Society members may park in lot C with Principal's Gold Card members. Any change in parking area designations is up to administration.

All vehicles parked on school property shall be subject to search and seizure by Administration when deemed necessary to maintain an orderly and safe school environment.

No person shall engage in any of the following activities on District property at any time:

- Operating mini-bikes, go carts, snowmobiles, all-terrain vehicles, tractors, or unlicensed vehicles
- Skateboarding or rollerblading

### **STUDY HALL EXPECTATIONS**

Study Halls are for **quiet work**. Students are expected to be on time with an adequate amount of work for the duration of study halls. Locker/bathroom requests should be minimal to ensure optimal work time.

Students who wish to see teachers, counselors and the nurse, to use the computers and the Library Resource Center; may utilize study halls for these purposes. **STUDENTS SHOULD HAVE A PRE-SIGNED PASS FROM THE APPROPRIATE STAFF MEMBER IN ORDER TO BE RELEASED FROM THE STUDY HALL.** Study Hall supervisors may check on students to ensure that they have arrived at their destination in a timely manner.

### **TELEPHONE USE**

**Cell phone use during school hours is strictly prohibited.** A student telephone, in the Main Office, is provided for student use. Please use your discretion in deciding to use the telephone. As with any privilege, telephone use will be denied if the privilege is abused. Parents are to call the Main Office if it is necessary to contact their child. They are **NOT** to call or text their child directly.

### **VISITORS/VISITATION**

All visitors to the school must sign in at the Main Office and receive a pass except when attending events open to the public. Visitors such as small children or students from neighboring schools are prohibited during the regular school day. Visitors who do not sign in at the Main Office may be asked to leave the premises and be charged with trespassing. Children of faculty are excluded from this.

### **VISITS BY PARENTS**

Parents are always welcome at school. If you would like to visit a classroom, we ask that you contact the teacher in advance and please stop in the Main Office upon arrival. We encourage parents to attend Open House and all extra-curricular events in which their student participates.

### **STUDENT VISITORS**

No student visitors will be allowed during the school day unless approved by administration for educational purposes such as student exchange programs, a student moving to the district, etc. These arrangements are to be made at least two days prior to the scheduled visitation. Alumni are welcome to visit after the normal school day hours of scheduled classes. Students will be denied permission to bring friends/relatives from other schools to our school while school is in session.

### **VISITATION TO THE ELEMENTARY SCHOOL**

Jr.-Sr. High School students are not to visit the Elementary School following dismissal.

Instruction is taking place. If students wish to use the Recreation Center, they must get a bus pass from the Main Office. Students wishing to walk to the Recreation Center must turn in a parent permission slip prior to doing so. Permission slips are good for the entire year and can be picked up in the Main Office.

### **WITHDRAWAL FROM SCHOOL**

Parents must notify the Guidance Office by telephone or mail if a student is moving out of our district or leaving school for any reason. Records will not be released unless appropriate forms are completed and all outstanding financial obligations are satisfied.

### **WORK RELEASE**

Seniors who are in good academic and behavioral standing can apply through the main office for the privilege of Work Release. Good academic standing shall be defined as being academically eligible as well as having a cumulative average of 70 or higher in all classes required for graduation. Work Release privilege will be for 8<sup>th</sup> period. To gain the Work Release privilege, parent and administrative permission is required.



**Parent & Student Acknowledgement of Reviewing the  
2022-2023 Student-Parent Handbook**

Procedures/policies contained in the Student-Parent Handbook are subject to change during the school year. Implementation of any changes will be clearly communicated and will include advanced notification for parents and guardians.

Upon reviewing the Student-Parent Handbook, I understand the school policies and agree to adhere to them.

Student's Name \_\_\_\_\_  
(Please Print)

Student's Signature \_\_\_\_\_



Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Email \_\_\_\_\_

Parent's Phone # (Home) \_\_\_\_\_

Parent's Phone # (Cell) \_\_\_\_\_

Please return this page to Cato-Meridian Jr.-Sr. High School within 1 week upon reviewing the agenda book. Any questions, you may call the Jr.-Sr. High School Office at 315-626-3439.

