

Charles W. Baker High School

**29 E. Oneida Street
Baldwinsville, NY 13027**



STUDENT HANDBOOK

2020 – 2021

CHARLES W. BAKER HIGH SCHOOL ADMINISTRATION

Mr. Kris H. Denton
Mr. William Allan (10th A-K & 11th)
Mrs. Jennifer Terpening (10th L-Z & 12th)
Mrs. Bonnie VanBenschoten
Mr. Chris Campolieta
Officer Quattrini

Principal
Assistant Principal
Assistant Principal
Principal on Special Assignment
Director of Athletics/PE/Health
School Resource Officer

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BALDWINSVILLE CENTRAL SCHOOL DISTRICT

MISSION

Provide every student with the educational experiences and opportunities that will foster the full development of his or her potential.

VISION

Through a cooperative effort of the total community, we will create an environment, which inspires a desire for life-long learning, fosters mutual respect, instills a positive philosophy about the worth of participatory citizenship, and empowers all individuals to reach their full potential.

STUDENT ACHIEVEMENT GOALS

*Achieve educational excellence and high levels of learning for all.
Promote collaboration, innovation, and flexibility to prepare students for their future.
Ensure equal access, opportunity and choice for all students.*

BELIEFS

It is the responsibility and role of all members of the Baldwinsville community including: students, parents, teachers, support professionals, Administrators, community groups, and the Board of Education to:

Provide a healthy, safe learning environment where each student can reach his or her full potential.

Provide students with knowledge and understanding to live productive and responsible lives as citizens in the community.

Support differentiated instructional strategies to accommodate the diverse learning styles so students may achieve their full potential.

Prepare students with an academic background that equips them for success in whatever career path they choose to follow.

Ensure that all students receive the best efforts of all members of the school community.

Acknowledge and appreciate that every student possesses unique talents and abilities by supporting the development of those talents and abilities to their fullest.

Encourage all students to put forth their best efforts in the pursuit of their education.

BOARD OF EDUCATION

2020 – 2021

Mrs. Jennifer Patruno, President
Mr. Matthew Yager, Vice President

Mr. Brian Dingle
Mrs. Denise Falso
Mr. James Goulet
Mr. Jeffrey Marier
Ms. Joan Reeves

Mrs. Tanya Rosado-Barringer
Mrs. Kim Sullivan-Dec
Jack McManus, Ex-Officio Student Member

SCHOOL CALENDAR 2020- 2021

Sept. 9	First day of school
Sept 30	Virtual Open House
Sept. 15 & 16	Picture Day
Oct. 12	Columbus Day
Nov. 11	Veteran's Day
Nov. 25-27	Thanksgiving Recess
Dec. 12	Semi-Formal Dance
Dec. 24-Jan. 1	Holiday Recess
Jan. 18	Martin Luther King Jr. Day
Jan. 26-29	Regents Exams
Feb. 15-19	Winter Recess
March 4-6	Musical
March 29 – April 2	Spring Recess
April 2	Good Friday
April 5	Flex Day
April 24	Junior Prom
May 3 - 14	AP Exams
May 18	Budget Vote
May 31	Memorial Day
June 12	Senior Ball
June 16 - 25	Regents Exams
June 20	Graduation

C. W. BAKER HIGH SCHOOL DAILY SCHEDULE

WARNING 1	7:30 AM
WARNING 2	7:33 AM
1	7:35 - 8:25
2	8:30 - 9:20
3	9:25 - 10:15
4	10:20 - 11:10
5 / LUNCH 1	11:15 - 11:40
5 / LUNCH 2	11:43 - 12:08
5 / LUNCH 3	12:11 - 12:36
6	12:41 - 1:31
DISMISSAL	1:31 PM
PICKUP	1:40 PM

IMPORTANT PHONE NUMBERS FOR STUDENTS

Main Office: 315-638-6000 from 7:00 AM - 4:00 PM
Attendance: 315-638-6003 - Mrs. Doerger
Guidance: 315-638-6027 or 315-638-6028 - Mrs. Carrie Benson-Davis
and Mrs. Margosian-Ferrari
Health Office: 315-638-6018 - Ms. Tortorelli and Mr. Mastracco

Secretaries to Principals:

Mrs. Baker, Secretary to Mr. Denton.....315-638-6008
Mrs. Kearney, Secretary to Mr. Allan.....315-638-6002
Mrs. Swanson, Secretary to Mrs. Terpening.....315-638-6001
Ms. LaPoint, Secretary to Mrs. VanBenschoten.....315-638-6004

If students need assistance with:

Arriving Late (After 7:35)Attendance Office
Bus Transportation.....Main Office
Career InformationGuidance Office/CRC
Class ScheduleGuidance Office
College Information.....CRC
Excuse to Leave Early (Blue Pass) Attendance Office
Gym Locker.....P.E. Teacher
Hall Locker.....Main Office
Homework Request.....Attendance Office
Illness or Health Care.....Health Center
Lunch/Breakfast Program.....School Cafe
Lost/Found ArticleMain Office/Custodian
Permit to Park Car on Campus.....Main Office
Personal ProblemGuidance Office
Physical Education ExcuseHealth Center
Question on Military Career.....CRC
Return to School (pass).....Attendance Office
Return from Absence.....Attendance Office

CENTRAL ADMINISTRATION

Joseph DeBarbieri, Acting Superintendent of Schools, 315-638-6043
David Kilcourse, Assistant Superintendent for Human Resources, 315-638-6047
Kimberly Vile, Assistant Superintendent for Management Services, 315-638-6055
Tiffany Turner, School Business Official, 315-638-6060

ACADEMIC DIRECTORS

Rocco Nalli, Director of Special Education
Karrie LaMacchia, Director of Pupil & Personnel Services
Christopher Campolieta, Director of Athletics, Physical Education & Health
Richard DeLisle, Director of Instructional Technology
Anthony Cardamone, Director of Elementary K-6 Curriculum & Instruction
Renee Burnett, Director of Secondary 7-12 Curriculum & Instruction
Danielle Nahorney – Director of Academic Services & Accountability

**IMPORTANT DATES
2020 – 2021**

PSAT/NMSQT

October 17

SAT TEST DATES

Students with accommodations should check with their resource teacher and counselor before registering for a PSAT/SAT/ACT, as some administrations are not set up for readers/word processing, etc.

SAT Tests offered at C.W. Baker are only for students with accommodations. See your guidance counselor to determine if this applies to you.

ACT TEST DATES (offered at C. W. Baker)

<u>TEST DATES</u>	<u>REGISTRATION DEADLINE</u>	<u>LATE REG DEADLINE</u>	<u>ACCOMMODATIONS DEADLINE</u>
October 24	September 18	Sept. 19 - Oct 2	September 18
June 12	May 7	May 8 – 21	May 7

GRADE REPORTING DATES

October 9	End of 5-Week Mid-Mark
October 16	Interim Reports Via Schooltool
November 13	End of 1st Quarter
November 20	Report Cards Via Schooltool
December 18	End of 15-Week Mid-Mark
December 24	Interim Reports Via Schooltool
January 29	End of 2nd Quarter
February 5	20-Week Grades Via Schooltool
March 12	End of 25-Week Mid-Mark
March 19	Interim Reports Via Schooltool
April 16	End of 3rd Quarter
April 23	Report Cards Via Schooltool
May 14	End of 35-Week Mid-Mark
May 21	Interim Reports Via Schooltool
June 25	End 4th Quarter
June 25	40 Week Grades Via Schooltool

STUDENT LEADERSHIP OFFICIERS

SENIOR CLASS: Class of 2021

Advisor: Mrs. Foote

Co-Presidents: Paige Morrissey & Victoria Schultz
Co-Vice-Presidents: Colin DeLaney & Jack McManus
Secretary: Emma Dugan
Co-Treasurers: Aidan Micho & Julia Penfield

JUNIOR CLASS: Class of 2022

Advisors: Mrs. Dolan & Mrs. Meany

Co-Presidents: Cate Iven & Cesar Perez-Marino
Co-Secretaries: Maeve Bartell & Gretchen Perine
Co-Treasurers: Milo Austin & Maria DeCaro
SMS: Makenna Davis

SOPHOMORE CLASS: Class of 2023

Advisor: Mrs. Campbell

Co-Presidents: Nick Cary & Aidan DeLaney
Co-Vice-Presidents: Alyssa Flores & Abigail Persons
Co-Secretaries: Sasha Dailey & Mikayla DeCesare
Treasurer: Evan Kinville
SMS: Isabella Nalli & Ruby Price

STUDENT COUNCIL

Advisors: Mrs. DeBarbieri & Mrs. Foote

Co-Presidents: Julia Penfield & Halie Ascoti
Co-Vice-Presidents: Cooper Foote & Andrew Panos
Co-Secretaries: Victoria Schultz & Paige Morrissey
Co-Treasurers: Ella Smith & Cate Iven
SMS: Makenna Davis

The Student Council is the official voice of the student body. The Council functions on two levels. The Executive Council consists of the officers and committee chairpersons from the General Assembly. The General Assembly is the main body, composed of representatives selected by the officers. Voting members include the Presidents and Vice-Presidents from the three upper classes.

Student Council has responsibility for a number of school activities each year. These include scheduling social and school activities and maintaining a year-long program calendar. The annual **Homecoming, Semi-Formal** and **Moving-Up Day** activities are planned by the Student Council.

Fund-raising enables Student Council to contribute to annual scholarships, school activities, and school beautification projects. Fulfilling the needs and desires of the student body requires active student participation and leadership.

CLUBS/ACTIVITIES 2020-2021

Acceptance Coalition	Colin Keating & Charie Pascale
Amnesty International	Niki Campbell
Art Club	Katie Herrmann
Baker Musical	Colin Keating
Baker News	Leslie Cartier
Business Club	Gary Pluff & Meghan Titus
Chess Club	Tom Silora
Community Wide Dialogue	Meredith Riggs
Company B	Colin Keating
Drama Club	Melissa Morgan
Electrathon Race Team	Jamie Cuyler
Environmental Club	Mark Penhollow
FCCLA	Leslie Lacell & Hailey McKay
French Club	Elena Southard
Friend to Friend	Mike Gasiorowski
Genius Bar	Leslie Cartier
German Club	Ben Gerardi
Interact Club	Katie Reap, Shelly Hoffman, Beth Chetney
Jazz Band	Casey Vanderstouw
Junior Class	Katie Dolan & Cheryl Meany
Key Club	Kallie Mathis & Lexie VanKuren
Latin Club	Colleen Rice
Marching Band	Casey Vanderstouw
Math League	Beth Fox
Model UN	Niki Campbell
National Honor Society	Karel James & Sue Schumacher
Pep Band	Casey Vanderstouw
Positivity Project	Meredith Riggs
Programming Club	Tom Sikora
Robotics Club	Matt Hudson
Rugby Club	Gennaro D'Agostino

Science Olympiad	Rebecca Humphrey & Joe Salamone
Senior Class	Kristen Foote
Ski Club	Michelle Kuraszewicz
Sophomore Class	Nki Campbell
Spanish Club	
Student Council	Kate DeBarbieri & Kristen Foote
Vinyl Club	Casey Vanderstouw
WBXL	Mike Malecki
Winter Drumline	Casey Vanderstouw
Winter Guard	Casey Vanderstouw
Writers Guild	Michelle Kuraszewicz
Yearbook	Kathy King & Sarah Rodriguez

MUSIC CO-CURRICULAR ACTIVITIES:

Membership opportunities for after school music activities are extended to all Baker High School students. If you are interested in participating in any of the activities below, see Mr. Keating, Mrs. Hollis or Mr. Vanderstouw.

Baker Musical – Mr. Keating

Band – Mr. Vanderstouw

Chamber Singers – Mr. Keating

Company B – Mr. Keating

Marching Band – Mr. Vanderstouw

Jazz Band – Mr. Vanderstouw

Jazz Strings – Mrs. Hollis

Orchestra – Mrs. Hollis

Pep Band – Mr. Vanderstouw

Wind Ensemble – Mr. Vanderstouw

Winter Drum Line – Mr. Vanderstouw

Winter Guard – Mr. Vanderstouw

ATHLETIC PROGRAM

For the New York State Public High School Athletic Association (NYSPHSAA) standards for eligibility and regulations, contact the Baldwinsville Athletic Department at 638-6053.

Family ID is open for Fall sports registration. Fall sports begin September 21st, Winter sports begin November 16th and Spring sports begin March 15th.

Baker High is proud to say that it is one of the leaders in providing opportunities for boys and girls to participate in interscholastic sports. From August until June, there are all kinds of activities to choose from:

Baldwinsville boys' teams compete in the following sports:

FALL: Cross Country, Football (**practice only**), Soccer, Golf, Volleyball (**practice only**)
WINTER: **TBD** (Basketball, Bowling, Indoor Track, Ice Hockey, Wrestling, Swimming)
SPRING: **TBD** (Baseball, Lacrosse, Tennis, Track)

Baldwinsville girls' teams compete in the following sports:

FALL: Cheerleading (**TBD**), Cross Country, Gymnastics (**TBD**), Soccer, Swimming, Tennis, Field Hockey, Volleyball (**practice only**)
WINTER: **TBD** (Basketball, Bowling, Cheerleading, Indoor Track)
SPRING: **TBD** (Crew, Lacrosse, Softball, Track, Golf)

SCHOLASTIC ELIGIBILITY CODE FOR INTERSCHOLASTIC & CO-CURRICULAR ACTIVITIES

- All athletes and those involved in co-curricular activities are expected to be doing satisfactory work in all subjects. Course grades will be reviewed every five weeks. It is the responsibility of the Building Principal to assure that timely notice is given to the student and his/her coach/advisor/director when the student is not fulfilling eligibility requirements as outlined in this code. If a student is failing one subject in any five week marking period, the student may continue to participate, but must continue their efforts to bring the grade up to passing. If, in the opinion of the teacher, the student is not making a valid effort to correct his/her deficiencies, the Building Principal or his/her designee may exclude the student from participation for a specific period of time within a five-week marking period.
- If a student is failing two subjects in any five-week marking period, the student has two weeks to bring at least one of the subjects up to a passing grade and the student may continue to participate. The student will contract with the teacher, coach, parent, and administration to bring his/her grades up to passing. If, after

the two weeks, the student is failing two subjects, he/she will be suspended from the activity until the issuing of the next report card or interim report. At that point, the ineligibility continues until at least one grade is brought to passing.

Whenever a student is participating with one failing grade, the conditions set forth in item one will be in effect.

- If a student is failing in excess of two subjects, the student will be declared ineligible to participate in any activity until the issuing of the next report card or interim report, whichever comes first. At that point, the ineligibility continues until the student is passing in all subjects, except that he/she may participate with one failing subject under the conditions set forth in item one above. For students who carry "Incomplete(s)", a review will be held by the principal to determine status of eligibility.
- Two varsity sports compete in seasons that do not fall during the time that NYSPHSAA conducts the State championships. As a result, the following academic eligibility practice will be applied to any student athlete who qualifies for State competitions in boys' golf or girls' gymnastics.
- Student athletes who are failing (3) three or more subjects will be ineligible from competition. Students with (2) two failing grades will be on probation for two weeks. At the end of two weeks, at least one of the two grades needs to be passing. Otherwise the student is ineligible for State competition at that point. The eligibility will be checked at the end of the 2nd quarter for girls' gymnastics and 3rd quarter for boys' golf. This practice will be in effect from 9/1/03 until which time these sports fall in the same season as the State championships.
- Officers for Student Council or Classes must remain in good academic standing. Officers will be removed from office if s/he becomes ineligible for more than five weeks in the entire school year. Officers must carry out all expected duties of their appropriate office, agree not to use cigarettes, drugs, or alcohol at any school related event, and must attend all meetings unless prior written approval has been obtained. Officers who miss more than three meetings without prior written approval will be dismissed from office.
- A Scholastic Eligibility Appeal Board will be established in each secondary building which will consist of the Building Principal or his/her designee, two teachers, the Director of Interscholastic Athletics, or Extra-Curricular Musical Administrator, and a guidance counselor. Appeals may be brought before the Board to consider special circumstances in which the conditions set forth in this code may be modified for specific students. A student is allowed one appeal for his/her high school career. At no time does an administrator or athletic director have the power to circumvent the Appeal Board.

STUDENT ATTENDANCE AND PARTICIPATION IN INTERSCHOLASTIC & CO-CURRICULAR ACTIVITIES

- The following guidelines will apply to students participating in co-curricular activities with respect to their eligibility and their attendance:
- Students may not drop courses when they are failing in order to escape ineligibility. This grade counts until the next five-week grading report.
- For ½ year courses, final averages will be used instead of quarter grades to determine eligibility.
- A student who has been suspended from school will be ineligible for participation in all school activities including practice sessions during the term of the suspension.
- A student must be in attendance for a full school day, the day of a co-curricular event in order to participate. Exceptions to this may be approved by the student's designated Building Administrator, Athletic Director or his/her designee.

Responsibility: The building principal or his/her designee will assume the responsibility for the implementation of the eligibility code. It is expected that coaches, advisors, and coursework teachers will cooperate in the implementation of the code.

STUDENT SERVICES

Cafeteria: *At this time, all students will be able to receive breakfast and lunch for free until the end of the 2020-2021 school year.* Breakfast is \$2.50 and Lunch is \$3.25. A lower price for students is made possible by state and federal subsidy and U.S. government donated foods. All food items can be purchased a la carte. Food delivered by restaurants is prohibited.

Lost & Found: All lost articles may be claimed at the Main Office or Custodian's Office, opposite the Athletic Office in the main foyer. Anyone finding a lost article should turn it in to the Main Office. Money and other valuables should never be left in lockers or desks. The School Resource Officer will be involved in cases where theft has occurred.

Textbooks (and some instructional materials): Textbooks are furnished by the Board of Education for the students' use. Normal wear with careful usage is expected. Students are expected to pay for any misuse, loss or destruction of the school property. Cost of replacing a textbook is the current replacement price, not a prorated figure of the original cost. A lost book must be paid for before a new one can be issued.

GUIDANCE

Guidance: The guidance staff helps students with problems of everyday life, provides information concerning educational and occupational opportunities, and counsels students regarding the proper use of their abilities, interests, and attitudes. Each counselor will conduct group programs with all their students by grade level.

Guidance Seminars: Guidance seminars address the needs of students in grades 10 - 12 relating to occupations and college choices. Since these needs vary at the different grade levels, we offer a different seminar for each grade. Individual conferences focus on graduation requirements and individual progress and questions regarding post high school plans.

10th Grade Seminar – A program with a variety of career exploration activities.

11th Grade Seminar – The focus of this seminar is the presentation of college and occupational information.

12th Grade Seminar –The senior seminar is comprised of one large group session followed by individual conferences to discuss post high school plans. The large group session is broken down into two groups: Career-bound students and college-bound students.

Items covered during the senior seminar include:

- college application process
- interview skills
- importance of senior year
- timeline of important dates
- class rank
- scholarships & financial aid

GUIDANCE OFFICE STUDENT ASSIGNMENTS

Mancini, David:

Gr. 10 (A – Cra)

Gr. 11 (A – Ch)

Gr. 12 (A – Cri)

Bushnell, Meredith:

Gr. 10 (Crb - Ga)

Gr. 11(Ci - Gen)

Gr. 12 (Crj - Guh)

Foote, Kristen:

Gr. 10 (Gb - K)

Gr. 11 (Geo - Kq)

Gr. 12 (Gui - Leg)

Hollenbeck, Jeremy:

Gr. 10 (L - Pan)

Gr. 11 (Kr - Ord)

Gr. 12 (Leh - Or)

Pascale, Charisse:

Gr. 10 (Pao - Sh)

Gr. 11(Ore - Stam)

Gr. 12 (Os - Sm)

Dixon, Brandy:

Gr. 10 (Si - Z)

Gr. 11 (Stan - Z)

Gr. 12 (Sn - Z)

CAREER RESOURCE CENTER

Located next to Guidance, the CRC provides information on various occupations and colleges for all students. Resources available include college catalogs and guides, materials on career opportunities, occupational briefs, and computer terminals which provide college searches. The Center is open 7:30 – 2:45 and books and catalogs may be signed out. Their number during the school year is 315-638-6149.

PSYCHOLOGICAL/SOCIAL WORKER SERVICES

Confidential student counseling is available to any student during school hours. Appointments with the school psychologist or social worker can be made by students through the Counseling Office secretaries. Parents may call (Wanda Wachob, school psychologist, ph.315-638-6033) or (Meredith Riggs, social worker, ph. 315-638-6027) for consultation. All consultations and referrals are confidential.

MATH LAB

The lab is open Periods 1 – 6. Since this is a time for students to complete work and get assistance with homework and assignments, students are asked to work quietly while in the lab.

HOMEWORK REQUEST

If an illness is going to be for two days or more, please call the **Attendance Office at 315-638-6003** in order that arrangements can be made for school work. Requests for work must be made before 9:30 a.m. to assure assignments will be ready for pick-up at the end of the day. Students are encouraged to call their classmates or check teacher websites for assignments before calling Attendance.

HOMEBOUND INSTRUCTION

If an absence is longer than two weeks, and there is a potential need for a tutor in some subject, an application for homebound instruction must be filed in the Guidance Office. Applications are made through guidance and require a diagnosis from a medical doctor. Once approved, an individual program will be prepared to meet the needs of the students as recommended by the counselor. In absences of less than two weeks but longer than two days, students are encouraged to call the attendance office for help in obtaining written assignments due during the absence.

HEALTH CENTER

The High School Health Center is located on the ground floor of the building. It is open for the convenience of the senior high school students and faculty from 7:30 A.M. until 2:45 P.M. All injuries and accidents occurring on school property must be reported to the Health Center immediately and an accident form completed. Applications for the issuance of **Working Papers** are made at the Health Center.

Procedures have changed for the 2020-21 school year due to Covid-19. Students who become ill during the school day will report with a pass to the Health Center. Students will be excused from school due to illness upon the recommendation of the nurse and permission from the parent. Students should never leave the building without permission from the nurse. Under certain circumstances, when it is necessary for a student to take medication during school hours, the school nurse may cooperate with the family physician and the parents in administering the medication. If the parent submits a written request from the family physician in which he indicates the frequency and dosage of the prescription, the school nurse may administer the medication during school hours. A written request from the parent is also required. **Students on medication must take it in the Health Center.**

PHYSICALS

Every school child is required by the State Education Law to have a health inspection in grades 1, 3, 7, and 10; also upon admission for the first time to one of the district's schools. The doctor's examination may be conducted by the family physician, or, if that is impossible to arrange, an appraisal is made by the school physician. The law also requires that every child have immunizations against polio, diphtheria, measles, and German measles (rubella). Tenth grade students receive a complete physical examination, including a dental inspection, by the school physician and the Onondaga County Public Health Department. **Twelfth grade students are required to have Meningitis vaccinations.**

Reporting an Injury: The insurance company allows 30 days from the date of injury in which a claim can be filed. ALL injuries are to be reported to the Health Center by way of the following:

- (a) student (c) coach/teacher
- (b) parent (d) building nurse, Health Office

An information pamphlet is enclosed with the student claim form and directed to the parent when it has been determined medical care is necessary. Student must possess a release note from his/her doctor to be eligible to return to participation in any athletic sport and/or physical education classes should any injury occur.

Covered Activities: are those which are financed and administered solely as the direct responsibility of the Board of Education are:

- (a) scheduled as school activity.
- (b) while participating under direct and personal supervision of qualified school employees specifically designated by school authorities for that purpose.

Not Covered: are accidents occurring to and from school (exception: those students riding school buses on a regularly scheduled run are covered). Accidents which may occur before, during, or after school hours other than teacher-supervised activities.

LEARNING COMMONS (LIBRARY/MEDIA CENTER)

Library procedures have changed this year due to Covid-19. Please call the librarian at 315-638-6011 with any questions. The Learning Commons is the largest classroom in the school. This year, you will have to make an appointment to go to the library to check out books. Computers are available so you can catch up on your schoolwork; chess boards are available when you want to challenge your mind.

We subscribe to several online databases which will provide you with reliable information for your research needs and our Web Page has links to many sites you might be interested in. Fiction is shelved by genre and we have one of the largest Graphic Novel collections in New York State. Please feel free to suggest new magazine and book titles. Whenever possible we will purchase that item and make sure you get to read it first.

Our rules are simple. No food or drink, return what you borrow and be considerate of everyone else who is using the Learning Commons. We love having students and staff in the Learning Commons but we want to make sure that everyone can do what they need to do without being disturbed or distracted by others.

Acceptable Use Policy (AUP) For Computer Use:

- Users will not access computer games from any source unless used as a part of teacher supervised instruction or activity authorized by the building principal
 - Sending or displaying offensive messages or pictures: pornography, etc.
 - Using obscene language.
 - Harassing, insulting or attacking others.
 - Damaging computers, systems or networks.
 - Downloading or installing unapproved software or hardware.
 - Violating copyright laws and the valid licensed rights of others.
 - Using another user's password.
 - Encrypting or password protecting material stored on the system.
 - Possessing programs used for hacking or stealing passwords.
 - Trespassing in another user's folders, work or files.
 - Intentionally wasting limited resources. (paper, ink etc.)
 - Employing the network for non-school related, commercial or other private purposes.
 - Use of an account by anyone other than the account holder.
 - Use of E-MAIL or other communication facilities by students or the personal use of E-MAIL, instant messaging and any use of Hotmail (Yahoo, AOL, MSN)
 - Requesting unnecessary and lengthy material that ties up system resources.
- Any violation of the AUP may result in the loss of system privileges; District imposed discipline or legal action.**

ACADEMICS

Academics – All students are expected to maintain a course load of 6.5 credits including physical education.

Common Expectations:

Teachers expect that students will:

- BE COMPLETELY PREPARED FOR EVERY CLASS;
- MAKE ATTENDANCE IN SCHOOL AND CLASS A PRIORITY
- Bring appropriate materials: i.e., blue/black pen, #2 pencils, books, notebooks
- Be in seats before the bell
- Have homework finished before class
- Be ready to begin
- Be organized: use agenda book, know what is needed, keep track of materials, keep separate collecting folders for each subject's handouts

Present work done with pride:

- DO ALL WORK WELL THROUGH PERSONAL EFFORT! (Cheating and plagiarism will not be allowed)
- Write in blue or black ink, unless otherwise indicated
- Use proper format for work:
 - Turn in work on straight edged lined paper,
 - unless typed
 - Do Science lab work and art work as directed
- Properly use sentence structure, spelling, grammar, citation, etc. (and as supported through students IEPS)
- Experience consequences for not doing homework
- Experience consequences for work turned in late

Behave appropriately in the classroom:

- TREAT ALL INDIVIDUALS WITH RESPECT
- Be cooperative and demonstrate a willingness to learn
- Follow established school and classroom procedures
- Store book bags out of the traffic pattern
- Be tolerant of others' opinions, questions, and answers
- Use body language that indicates you are paying attention and involved in the activity (no heads down on desks)
- Use appropriate language
- Do your best to contribute
- Bring nothing to eat or drink into the classroom without permission
- Do not pack up early, and remain in seat until the bell rings
- Leave windows, lights, machines, equipment, etc. up to the teacher
- Ask before borrowing things from the teacher's desk
- Properly and completely clean up all material

Students expect all teachers will:

- Start class on time
- Provide everyone with an equal opportunity to participate
- Create an environment based on respect
- Make homework assignments purposeful and important in order to enhance the learning process
- Evaluate papers and return them in a timely manner
- Make sure all classroom rules and procedures are clearly explained
- Be available for extra help and make up work
- Endeavor to make sure all students experience a sense of physical safety and protection from verbal abuse
- Equally enforce all school rules

STUDENT ATTENDANCE

Schools cannot educate students who do not attend class. Students will attend school regularly and punctually. Only Excused Absences will be allowed. Daily attendance of any student is the legal responsibility of the parent/person in the parental relation. Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Extended excused absences require the appropriate documentation beyond a parent/guardian call or note (i.e., doctor's note.)

School attendance is both a right and a responsibility. The Baldwinsville Central School District is an active partner with students and parents/persons in parental relation in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the District recognizes that consistent school attendance, academic success, and school completion have a positive correlation, the District expects all students to attend scheduled classes.

1. This expectation serves as a clear and constant reminder of the importance of attendance in instruction, enabling the student to:
 - a. Learn subject matter and increase academic performance
 - b. Develop responsible work and study habits.
 - c. Prepare for his/her future in the work place and community
2. This expectation provides for the known whereabouts of every student for safety and other reasons
3. This expectation maintains that the parent(s)/ person(s) in parental relation are responsible for the regular attendance of their child(ren).

ATTENDANCE EXPECTATION

There is an attendance expectation of a minimum of 85% (153 days) of regular class sessions. Using this guideline, written notification will be initiated and sent home following the timeline below:

- 7 absence/tardy in 10 weeks of school
- 14 accumulated absence/tardy in 20 weeks of school
- 20 accumulated absence/tardy in 30 weeks of school

Additional expectations for students

- Students who are absent/tardy for any reason may have additional time after returning to class to make up the work that was missed depending on circumstances of absence.
- Students who are aware of an absence ahead of time (such as educational trips, interscholastic competitions, etc.) are expected to make arrangements prior to their departure to obtain the appropriate class work. Students must also obtain and fill out all appropriate permission forms in advance.

COURSE EXPECTATION

Many courses at C. W. Baker, especially many senior level courses, require the completion of a final project and/or presentation.

Students must do all pieces of the project in a timely fashion. Failure to complete a final project for a course could result in the failure of that course. This is especially significant for seniors when a course is required for graduation. If you have been suspended from school, it is still your responsibility to get the project in to your teacher on the due date. Failure to do so may result in a late penalty affecting the grade of the project. Projects can be brought to school via a friend, a parent, or with special permission from an administrator. You may be allowed to bring the project directly to the main office.

MARKING SYSTEM FOR GRADES 10-12

Criteria for Passing a Course: Each course is comprised of more elements of information, concepts, and skills than could be measured by any single given examination. Therefore, passing a final examination (school or regents) does not guarantee passing the course.

Course Average - is defined as follows:

- Year Course:** The average is based on the four quarterly grades and the final exam (if there is one). $1q+2q+3q+4q+final$ divided by 5 = grade. If there is no final, the average is based on the four quarters divided by four. Regents examinations are assessments for graduation and not used in the compilation of the course average.
- Semester:** The average is based on the two quarterly grades and the final exam (if there is one). $1q+2q+final$ divided by 3 = grade.
- Repeated:** The average is based on the repeated quarter grades received and the final exam, if there is one. (at least 2 grades).

Honor Roll: Each 10-week marking period, a numerical average of each student's grades is calculated.

High Honor criteria is: 90 or above average without incompletes or failures. Must be enrolled in at least six courses plus Physical Education.

Honor criteria is: 85 - 89.9 average without any incompletes or failures. Must be enrolled in six courses plus Physical Education.

Rank Weighting:

Advanced Placement (A.P.)/College Level	1.10
Honors	1.05
Regents	1.00

Class Rank is based upon six (6) semesters of course work up through the Junior Year.

Graduation Requirements

Regents Diploma		Advanced Designation	
Content Area	Credits	Content Area	Credits
English	4	English	4
Soc. St.	4	Soc. St.	4
Math	3	Math	3
Science	3	Science	3
World Language	1	World Language	3**
Art/Music	1	Art/Music	1
Health	0.5	Health	0.5
P.E.	2	P.E.	2
Electives	3.5	Electives	1.5
TOTAL	22.0	TOTAL	22.0

Note: *Per district policy, students who do not meet all of the graduation requirements will not be allowed to participate in the graduation ceremony.*

* *Students must complete two units of study and will earn one credit by the end of the freshmen year. One unit of credit is earned by passing the state LOTE proficiency exam or earning a unit of commencement level credit in LOTE.*

** *Students acquiring five units in Art, Music, Business, Technology, or Vocational Education may be exempt.*

(a) *An integrated course in mathematics/science/technology may be used to satisfy the requirement for a third credit in mathematics or science.*

(b) *A student identified as having a handicapping condition may be exempt from the second language requirement for the **Regents Diploma** if the student's I.E.P. states that the requirement is not appropriate.*

- (c) *Students acquiring five credits in one of the following may be exempt from the Language Other Than English requirement: Art, Music, Business, or Career and Technical Education.*
- (d) *All students must participate in physical education each semester and earn the equivalent of two (2) credits by graduation. However, students graduating in less than four years do not have to complete the two credit equivalent*

REQUIRED REGENTS EXAMS

Regents Diploma Requirements	Advanced Designation Requirements
Score 65 or above on 5 required Regents exams. Earn 22 units of credit	Score 65 or above on the ELA, 2 OR 3 Math Regents, LOTE exam, Global History, US History, and 2 Regents Science exams (1 Life Science, 1 Physical Science).

Note: *The low-pass option of scoring between 55 – 64 on the required Regents exams to earn a local diploma is available for students with disabilities.*

For any questions regarding graduation requirements, please contact the Guidance Office at 638-6027 or 638-6028.

Baker High School accommodates over 1300 students. Due to the complexity of scheduling and limited numbers of sections offered, requests for teachers or teacher changes cannot be honored.

In the case of extenuating circumstances, a **semester course can be dropped or added up to two (2) weeks into the semester** and a **full-year course can be dropped or added prior to the completion of the fifth (5th) week of instruction.**

In order to drop a course, the student must request the proper forms from his/her counselor. For a drop to be referred to the principal for final review, it must be acknowledged by the teacher, parents/guardians, and counselor. The building principal will make the final determination as to whether the request to drop a course will be approved or denied based upon a comprehensive review of the student’s entire educational programming. In many cases, a conference with parents and staff will be requested. It is the responsibility of the students to return all books and equipment for the class being dropped.

EARLY DISMISSAL

To be eligible for early dismissal from school, a student must be a senior enrolled in a general work experience program through CWE. Credit can be given for this program.

EARLY GRADUATION

Students planning to graduate in less than four (4) years must submit a written request signed by the parents. This request should be channeled through the guidance counselor who will forward it to the building principal. A parent conference may be necessary.

QUARTERLY GRADES BELOW 50

After a review of staff, students, parents, and administration, the Baker High School Community has come to the conclusion that the current district practice of giving grades of 50, regardless of the actual earned grade, at each ten-week report is neither effective nor appropriate. With the goals of: motivating the student to work towards achieving a better grade, directing the student's learning, and building integrity in the student work ethic, the following process is available for students falling below a grade of 50:

1. The individual teacher will record the actual grade earned at each of the ten-week marking periods.
2. The individual teacher will PROVIDE AN OPPORTUNITY for the failing student to raise the mark to a grade of 50 ONLY through an agreement system.
3. This agreement between teacher and student will follow set procedures:
 - a. The student must initiate the agreement with the teacher within **one** week of the distribution of report cards.
 - b. Terms of the agreement, including specific dates and expectations shall be settled between the teacher and student before they each sign the form.
 - c. The agreement must then show acknowledgement in the form of signatures from the guidance counselor, parent, and administrator.
 - d. All five signatures must be in place within two weeks of the distribution of report cards.
 - e. Copies of the agreement shall be kept by the student, teacher, and guidance counselor.
 - f. Conditions of each agreement may not last beyond the ten-week marking period in which it was initiated.
 - g. All conditions of the agreement must be met in order for the student's grade to be raised.
4. Specifics of each agreement will be determined by individual teachers and course requirements. Factors to be considered while drawing up the agreement may include:
 - a. Attendance
 - b. Coming to class prepared with the necessary materials.
 - c. Making up work in the presence of a/the teacher.
 - d. Completing an alternate assignment.
 - e. Completing all assignments by specified dates.
 - f. Passing appropriate tests and quizzes.
 - g. Creating a project or report.
 - h. Working at an appropriate level over a period of time.

CAREER & TECHNICAL EDUCATION (CTE) (BOCES)

During the 11th and 12th grades, students may elect to attend one of the courses offered in CTE. Students attending these courses will be away from Baker High School for half of each day. This means that the remaining periods will be occupied with English, social studies, physical education and lunch. In the 10th year, students interested in an CTE program are required to visit the program of their choice, attend an orientation meeting, complete an application and have their parents in attendance at an evening parent meeting.

1. Attendance is a major concern in any skill developing course.
2. ALL STUDENTS MUST RIDE THE PROVIDED TRANSPORTATION. Students are NOT allowed to drive unless special permission is approved ahead of time from both the parent and a school official. Students are not allowed to ride with other students to or from BOCES programs. The consequences for failing to follow this are severe.
3. If a student misses the BOCES bus, he/she must report to ISP.
4. If a student attends his A.M. BOCES class, he/she must attend his P.M. Baker classes unless he/she is excused by the school nurse that day after returning from BOCES.

ADMISSIONS TO CAREER & TECHNICAL EDUCATION

The following are the steps to be followed to be admitted to a CTE program:

1. Attend a CTE orientation meeting
2. Complete the application that was handed out at the orientation meeting.
3. See your counselor. Arrange for a visit.

Step 1: Have visitor approval sheet signed by teachers and parent of student.
Step 2: Return sheets to your counselor and receive the visitor's pass.
Step 3: After the completed visit, return the pass to the CTE counselor and discuss the visit with him.
4. Preference will be given to 11th graders for two-year programs and 12th graders to one-year programs.

PHYSICAL EDUCATION

Physical Education is a required course each year for all students in New York State. Students must pass four years of physical education in order to earn two Credits toward graduation. All students must pass all four quarters and have passing final average in order to earn .50 credit each year.

In order to pass physical education, a student must:

1. Maintain a legal attendance record. Legal absences may not exceed 15% of scheduled physical education time. Make-up classes can be arranged through their attendance teacher.
2. Come to class prepared to participate.
3. Participate to the best of his/her ability.

Being Prepared Means:

1. A change of clothing, tied sneakers, T-shirt and shorts.
2. Jacket, sweatshirt, sweatpants are needed for cold weather.
3. String tops or other clothing that is not in accordance with the school dress code will not be allowed.
4. The PE teaching staff reserves the right to determine the acceptability of proper clothing.

Medicals Concerns:

1. Short term - note from parents to nurse - pink slip to physical education teacher. Class must be made up within one week.
2. Long term - note from doctor: a) medical excuse must include the specific nature of the illness or injury; b) a checklist indicating allowable activities will be expected. Please make sure the doctor is specific about what activities you may do in physical education when you have your appointment; c) the student is responsible for participation in activities indicated by the doctor as acceptable; d) if the student is excused from all participation, time must be made up by written work approved by PE attendance teacher; e) when doctor's note excludes all physical education activities and/or is not specific, the nurse will follow up with contact to the doctor to secure a checklist; f) the checklist must be kept current by each visit to doctor; g) doctor's release necessary to rejoin activity program.

SUMMER SCHOOL OPTIONS

A student must complete the course in June in order to repeat it in summer school. That means he/she must complete all four marking periods and means he/she must take the final examination in June or complete the final course project if the exam or project is used to compute the final average. Exceptions may be appealed through the building principal. Health can be taken without having been previously enrolled in the course if offered in summer school. *If a student wishes to raise a Regents exam grade, the student must register at the beginning of summer school in order to be scheduled to take the exam. No fee will be charged.*

JANUARY FINAL EXAMINATION ELIGIBILITY FOR STUDENTS REPEATING A COURSE

A student must complete the course in June in order to be eligible to test out of the following January. That means he/she must have completed all four marking periods and he/she must take the final examination in June or complete the final course project if the exam or project is used to compute the final average, exceptions will be discussed with the principal.

1. The student may enroll in a full year course in the fall.
2. A student who retakes a Regents examination will have his/her new grade recorded on his/her permanent record.
3. If a course terminates with a New York State Regents Examination, and the examination is not offered by the state in January, the student must repeat the entire year or enroll in a tutorial program and take the regents examination in June.

STUDENT DISCIPLINE AND CODE OF CONDUCT

Each student is provided an opportunity to review the Code of Conduct at the beginning of each school year. This section of the Student Handbook highlights parts of this code for student review.

PHILOSOPHY

This Code is based upon the following philosophy with respect to discipline and the maintenance of public order in the school environment.

1. **The Learning Environment.** There is a direct connection between behavior in the schools and student learning. All members of the school community must develop and exercise self-control, self-discipline, and responsibility for their own actions in order to create an educational environment that allows teachers to teach and encourages students to learn.
2. **Learning Appropriate Behaviors.** Discipline is a learned process, and an important element of each student's education is learning appropriate behavior and the consequences of inappropriate behavior. All members of the school community must accept responsibility for their own behavior, and the consequences of their misbehavior.
3. **Conduct of all Members of the School Community.** In order to provide a safe and orderly environment for the delivery of quality educational services to the District's students, it is essential that all members of the school community behave in a manner that is consistent with accepted principles of civility, citizenship, tolerance, personal responsibility, respect for others, courtesy, honesty and integrity.
4. **The Goal of Rehabilitation.** A primary objective of disciplinary action is rehabilitation of the student and all disciplinary action shall be in the best interest of the student and the welfare of others. Each infraction of this Code should be dealt with on an individual basis, and the discipline should be commensurate with the act committed, the available relevant information, and the provisions of this Code.

5. **The Goal of Self-Discipline.** The best discipline is self-imposed. Student responsibility for self-discipline begins with the parents in the home, and must continue as a cooperative effort of classroom teachers, other District employees, the community and parents. District personnel are expected to use disciplinary action only when necessary, and to place emphasis on the student's ability to grow in self-discipline whenever disciplinary action is required.
6. **The Necessity for Clear Rules of Conduct.** In the District's schools, as in the community at large, there must be a clear statement of the rules for proper conduct and the consequences for misconduct to guide students through constructive growth and into mature adulthood. Parents, District employees and others responsible for the welfare and education of our students must cooperate to enforce these rules of conduct.

STUDENT'S RIGHTS

A right is a privilege to which one is justly entitled. Every student has the following rights:

1. **Equal Educational Opportunity.** The District will provide all students with an equal opportunity to acquire an education without interference from other students until age twenty-one, or until graduation if that occurs prior to age twenty-one.
2. **Learning Environment.** All students have the right to a safe and orderly classroom environment that will provide the opportunity for optimum learning.
3. **Privacy.** All students have the right to privacy, and shall be free from unreasonable search and seizure on District property and at District functions. However, since desks and lockers are District property, the District has the right to search desks and lockers at any time. Moreover, a student will be deemed to have consented to the search of his or her motor vehicle as a condition of the privilege of parking said vehicle on District property.
4. **Student Records.** Students, parents, and legal guardians have the right to have access to official student school records as provided by law. District personnel will work with parents to determine an appropriate time and method for the presentation of this material.
5. **Expression.** Students are entitled to express their opinions verbally or symbolically at appropriate times and in an appropriate, respectful manner. This right does not entitle students to spread misinformation, slander others, display inappropriate material or otherwise infringe on the rights of others.
6. **Due Process.** When faced with possible discipline, students have the right to the procedural due process set forth in this Code.
7. **No Discrimination or harassment.** Students shall be free from discrimination and harassment on school property or school functions including but not limited to the educational program, activities, or admission policies of their school. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, or gender (including gender identity and expression).

8. The Right to Resolve Grievances. Students have the right to air grievance problems and concerns through legitimate channels provided by the school and District.

ATTENDANCE RULES FOR THE STUDENTS

1. Student attendance shall be taken and recorded in accordance with the following:
 - For students in grades ten through twelve, each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction.
 - Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
 - In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
 - At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established District/building procedures.

2. Based upon the Baldwinsville Central School District's education and community needs, values, and priorities, the District has determined that absences, tardiness, and early departures will be considered excused or unexcused according to the following standard.

3. Excused: An absence, tardy, or early departure may be excused if due to:
 - Personal illness
 - Serious illness or death in the family
 - Unsafe travel
 - School-supervised project
 - Religious observance
 - Required court appearance
 - Medical/Dental appointment
 - Approved college, educational visitation
 - Approved cooperative work programs
 - Quarantine
 - Suspensions - In-School/Out-of-School

4. Unexcused: An absence, tardy, or early departure is considered unexcused if the reason for lack of attendance does not fall into the above categories. Examples of unexcused absence include:
 - Personal visitations
 - Needed at home/babysitting
 - Oversleeping
 - Vacation
 - Hunting or other recreational event
5. Call-In. When a student is absent or tardy, the parent or guardian should phone the Attendance Office, at 638-6003. A written excuse is not required if the parent/guardian calls in. Furthermore, the automated Connect ED Communication system will notify the parent/guardian by mid-morning if a student is not in school. Students whose parents do not call in must proceed with 6 - Expectation Upon Return.
6. Expectation Upon Return. Upon return to school after an absence from school where no parent/guardian contact has been made, students must go to the Attendance Office with a written excuse. The excuse should note the student's name, the date absent, the reason, and be signed by the parent/guardian.

ATTENDANCE DISCIPLINARY CONSEQUENCES

Unexcused absences, tardiness, and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness, or early departures, the importance of class attendance, and appropriate interventions.

- (a) Morning BOCES Attendance. Reporting in from morning BOCES is essential. Students will follow the same rules for timeliness and attendance as all other students. Upon arrival from BOCES, students will report in at the Attendance Office located in the main lobby.
- (b) Whenever a student is tardy to school, he/she shall bring a written excuse for all legal absences if phone contact has not been made. Students who are tardy to school must sign in at the Attendance Office.

INTERVENTIONS AND PENALTIES FOR STUDENTS

Violations of the Code of Conduct by students of Baker High School may result in one or more of the following interventions and/or disciplinary actions:

DISCIPLINE GUIDELINES

1. Steps in the Discipline Process. A violation of school rules could result in disciplinary action including but not limited to:
 - (a) A conference with the student
 - (b) Parent notification
 - (c) Assignment to In-School Planning
 - (d) Assignment to After-school detention
 - (e) Assignment to Friday (Extended) detention. Parents must provide transportation from the school building. Students will be required to sit quietly, to read, or do other productive school work, to behave in an appropriate manner, and to attend for the full detention period. Failure to attend a scheduled Friday Detention session will result in a suspension. Students who do not attend, arrive after the session starts or who are disruptive during the session will also be subject to suspension.
 - (f) In-school suspension.
 - (g) Out-of-school suspension for up to five (5) days

A parent conference will be requested upon a student's third suspension during one school year.

A fourth suspension during the same school year will result in a recommendation for a Principal's and/or Superintendent's Hearing. A hearing before the Superintendent of Schools could result in indeterminate or permanent suspension from school.

2. Other Rules and Regulations. In addition to the rules and regulations of the Baldwinsville Schools outlined here, all persons are expected to obey the laws of New York and the United States. Violations of public law on school property or at school-related events may result in In-School action regardless of whether or not criminal charges are pressed.
3. Prohibited Conduct. In addition to violations of public law, commission of conduct listed below as "infractions" many of which are defined in the section entitled "Disciplinary Definitions" will result in disciplinary action. The penalties specified below for the various disciplinary measure enumerated are minimum penalties. Under appropriate circumstances, law enforcement officials may be notified of violations.

We, at Baker, feel it is very important for all students to have a good understanding of the consequences of inappropriate and unacceptable behavior.

Following are categories of offenses or violations of the rules (least serious to most serious) that govern student's behavior at Baker. To the right of each offense is a range

of the consequences that may be assigned. As can be seen, consequences become more severe with each offense committed. It is the hope of the staff and administration that through the In-School planning process, all students will be able to adjust their behavior so that it is acceptable at Baker.

The disciplinary penalties will be imposed upon a determination that the student has engaged in the prohibited conduct. There are no automatic penalties, and administrators reserve the right to adjust consequences as determined by individual circumstances. In some cases, the matter may be referred to the Superintendent of Schools with the request for a hearing.

Appendix B: Classification and Alternative Infraction Descriptions (Grades 6-12)

Violent and Disruptive Incidents

Generally, violent and disruptive incidents will result in the imposition of a suspension by the principal, who is permitted by state law to impose out-of-school suspensions for up to five school days. In such cases, the principal may refer the matter to the Superintendent of Schools, who will determine whether a hearing is warranted to consider the charge against the student and whether additional disciplinary consequences might be warranted.

The Superintendent of Schools may, after a determination by the hearing officer that the student had in fact violated the Code of Conduct, and after considering the recommendation of the hearing officer regarding the imposition of further disciplinary consequences, impose additional periods of suspension, *e.g.*, for the remainder of the quarter, semester or academic year, or for a year or more. Some violent and disruptive incidents may give rise to questions about a student's need for counseling or related services outside of school, and the Superintendent may require a student to obtain such services as a condition of eventually returning to school.

The following infractions are among those for which extended periods of out-of-school suspension may be imposed, and for which counseling may be mandated as a condition of returning to school, and for which police referrals are possible and likely:

Alcohol (possession, use, sale, being under the influence)	Harassment
Arson	Intimidation
Assault	Kidnapping
Burglary	Larceny and other Theft
Bomb Threat	Menacing
Bullying	Reckless Endangerment
Criminal Harassment	Riot
Criminal Mischief	Robbery
Drugs – (possession, use, sale, Being under the influence)	Sex Offenses
False Alarm	Weapons Possession
Fighting (“minor altercations”)	Weapons Use

2. Other Infractions

Principals may impose a range of disciplinary consequences for other violations of the Code. Disciplinary consequences will reflect the seriousness of the offense and the disciplinary record of the student. Progressive discipline may also result in a referral of non-violent offenses for consideration at a superintendent's hearing, at which additional disciplinary consequences, including long-term suspension, may be imposed.

Attendance Violations

Cutting class	after-school detention Friday detention in-school suspension
Leaving class without permission	warning after-school detention Friday detention in-school suspension out-of-school suspension
Leaving school grounds or final exam without permission	Friday detention in-school suspension out-of-school suspension
Tardiness	warning after-school detention Friday detention in-school suspension
Truancy	after-school detention Friday detention in-school suspension

Academic Violations

Cheating, plagiarism or misrepresentation	zero on assignment after-school detention Friday detention in-school suspension out-of-school suspension
Computer Abuse	warning loss of privileges detention Friday detention in-school suspension out-of-school suspension referral to police agency

Disorderly Conduct	warning after-school detention Friday detention in-school suspension out-of-school suspension referral to police agency
Dress Code Violations	warning change or cover up clothing parent contact detention in-school suspension out-of-school suspension
Electronic Devices Violations	warning and confiscation lunch detention after-school detention confiscation – item returned to parent Friday detention in-school suspension out-of-school suspension
Gambling	Friday detention in-school suspension out-of-school suspension
<i>Harassment</i>	
Bias Harassment	Friday detention in-school suspension out-of-school suspension
Cyber-Bullying	Friday detention in-school suspension out-of-school suspension
Extortion	out-of-school suspension referral to police agency
Hazing, Intimidation, Bullying	warning Friday detention in-school suspension out-of-school suspension
Sexual Harassment	warning Friday detention in-school suspension out-of-school suspension

Making Threats	warning after-school detention Friday detention in-school suspension out-of-school suspension
Insubordination	warning after-school detention Friday detention in-school suspension out-of-school suspension
Parking and Driving Violations	Friday detention out-of-school suspension for 3-5 days (driving infractions) loss of driving and parking privileges
Public Displays of Affection	warning after-school detention Friday detention in-school suspension out-of-school suspension
Tobacco Violations	confiscation Friday detention in-school suspension out-of-school suspension
Unacceptable Behavior – includes conduct at school, on school buses, and at school events, includes offenses against property, <i>e.g.</i> , vandalism, possession of stolen property	warning after-school detention suspension from attending school events Friday detention in-school suspension out-of-school suspension referral to police agency

DRESS CODE

It is the intent of the District that every effort be made to ensure the safety and security of those within the District. The dress code has been defined in specific detail. The examples noted below (while not an exhaustive list) are intended to address reasonable standards and expectations in order that potential issues or concerns might be minimized for our students, staff and visitors.

The Board expects that District employees and students will be appropriately groomed and dressed while on District property and at District functions. Teachers and other District employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. The Board also expects that visitors will be appropriately attired while on District property and at District functions. Principals shall inform students and parents of the student dress code at the beginning of the school year,

and of any revisions to the dress code made during the school year. The principal or his/her designee will serve as the final authority in determining the appropriateness of dress. Although the appropriateness of an individual's dress will depend, to some degree, on the circumstances and setting, the following general rules shall normally apply:

- a. Students shall be clean and dress in compliance with school rules of sanitation and safety. Articles of clothing that pose a hazard to health or safety shall not be permitted. Appropriate footwear shall be worn at all times.
- b. Students shall dress in a fashion that will not disrupt the classroom/school environment.
- c. While students are encouraged to dress appropriately for weather conditions, coats, jackets, bandanas, any other headgear, and any other outside garments may not be worn inside the school. All outside apparel is to be kept in the student's locker or provided storage upon entering the building. This includes jean jackets and "windbreakers." (Students may wear hooded shirts, sweatshirts, etc., but the hood must be down at all times in school.) Coats and hats, etc., may not be worn during lunch, either inside or outside the building. In very cold weather, students should wear warmer clothing to ensure comfort throughout the day. Students will be permitted to wear coats and/or hats only upon entering or leaving the building. Notwithstanding the foregoing, students will be permitted to wear appropriate headgear inside of school for sincerely held religious reasons.
- d. Distracting clothing and apparel should not be worn to school, as it can be disruptive to the educational process. Examples of distracting clothing and apparel include, but are not limited to, the following:
 - long, dangling earrings, metallic chain neck wear or body wear/accessories that could pose harm to others or the wearer;
 - buttons, badges, or insignia of any type that are vulgar or morally offensive;
 - clothing or symbols that promote the use or consumption of alcohol, drugs, or tobacco;
 - lewd advertisements on one's clothing, person or possessions;
 - grossly mutilated or physically revealing clothing such as bare midriff or low-cut neck lines;
 - transparent garments;
 - exposed underwear;
 - clothing displaying inappropriate language or symbols, or words/announcements across the seat of the pants/shorts;
 - dresses and tops with straps less than one inch in width;
 - dresses, skirts, and shorts of an inappropriate length – skirts should be at least fingertip length;
 - sunglasses.

The violations list is not exhaustive nor are the cases meant to be considered open and shut cases of equal gravity. From time to time, an administrator will be called upon to exercise his/her professional judgment. Under those circumstances, the building administrator does have the discretion of assigning all consequences.

Furthermore, the building principal has the discretion to suspend students for one-to-five days for infractions of school rules.

It is understood that school suspensions from BOCES are also enforced as suspensions from Baker High School and vice versa. Students suspended from school are not to be on school property without permission. A suspended student may be arrested by the police for trespassing if they do not comply.

IN-SCHOOL PLANNING (ISP)

When a student exhibits inappropriate behavior, sometimes he or she will be referred to the In-School Planning Room. A staff member will supervise this room. The In-School Planning Room is a designated room where students will remain until they have had an opportunity to reflect. This is an important step in our interventions during any disciplinary process.

- ***In-School Planning Room.*** Students sent to the ISP room are expected to plan corrective steps to avoid future discipline problems.
 - Students who refuse to go to In-School Planning will be subject to further disciplinary action as determined by the building principal. (i.e., Students who refuse to go to In-School Planning, will receive, as a minimum, three (3) days out-of-school suspension. Upon return from suspension, such students will be required to attend In-School Planning until the discipline referral is addressed.
 - Students who do not complete their plan at the end of the day must return to the In-School Planning the following school day. Students who fail to report to In-School Planning the following day, will be called to the main office and sent to In-School Planning to complete an additional plan addressing the problem of failing to report to In-School Planning.
- ***Rules for In-School Planning Room.*** The following rules apply to student conduct while attending the In-School Planning Room:
 - Students may read material with the permission of the supervising teacher.
 - Students may do homework with the permission of the supervising teacher.
 - Students may not talk without the permission of the supervising teacher.
 - Students may not leave their seats without the permission of the supervising teacher.
 - Under certain conditions, BOCES students may not be excused to go to BOCES.
 - Students holding a blue pass will be excused at the time indicated on the blue pass.
 - Time for lunch will be provided.

- If the referring teacher is absent, a building administrator can review the plan.
- Disruption or irresponsible action in ISP will result in an ISP infraction and may result in an out-of-school suspension.
- Leaving the ISP room for an unacceptable reason will result in an out-of-school suspension. If this suspension is in addition to another suspension, the suspensions will be served concurrently but will be recorded as two separate suspensions. The following school day becomes the first day of suspension.
- Students must report to ISP immediately following homeroom on the morning after an absence or a suspension if their plan has not yet been accepted.

SUSPENSION OF PUPILS FROM REGULAR ATTENDANCE

In-School Suspension. Students, who would otherwise be suspended from school as the result of a Code violation, may be placed in In-School Suspension. A student subjected to an in-school alternative is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference to discuss the conduct and the In-School alternative with the District official imposing the In-School Suspension.

- Out-of-School Suspension. Suspension is perceived to be a serious disciplinary act and should be invoked when to do so is in the best interest of the pupil or for the welfare of others. Efforts will be made to notify the parent or guardian of the suspension prior to the time the pupil leaves the building. In the event that the parent or guardian cannot be contacted, the pupil shall remain in the building until regular dismissal time. In all cases of suspension by a Building Principal, a letter shall be sent to the person in parental relationship explaining reasons for and dates of suspension. A student who is suspended is not allowed on school property throughout his/her suspension without special permission.
- Out-of-School Suspension for up to Five (5) School Days. The Board of Education and the Superintendent of Schools have delegated to the Building Principal the authority to suspend a student for a period of up to five (5) school days for violations of public law or school policy. Although no hearing is required, the suspended student and the person in parental relation to him, shall, on request, be given an opportunity for an informal conference with the Building Principal. If requested, the person in parental relation to the student shall be authorized to question complaining witnesses at this conference.
- Suspensions Beyond Five (5) Days. Suspensions in excess of a period of five (5) school days, including permanent suspensions, may be imposed by the Superintendent of Schools or the Board of Education upon the following students:

- A pupil who is insubordinate or disorderly, or whose conduct otherwise endangers the safety, morals, health or welfare of others.
- A pupil whose physical or mental condition endangers the health, safety or morals of himself or others.

Fair Hearing. Students may not be suspended for more than five (5) school days, however, unless the student and the person in parental relation to the student have an opportunity for a fair hearing upon reasonable notice. In most instances, the hearing will be held by the Superintendent of Schools, or by a hearing officer designated the Superintendent. At such a hearing, the student has the following rights:

- (a) The right to be represented by counsel.
- (b) If not represented by counsel, the student or the person in parental relation may question witnesses.
- (c) The right to refrain from testifying.
- (d) The right to present witnesses.
- (e) The right to have the Superintendent of Schools subpoena witnesses to testify on behalf of the student.
- (f) The right to testify regarding the subject of the charges.
- (g) The right to findings of fact by the person conducting the hearing.
- (h) The right to appeal a decision by the Superintendent of Schools to the Board of Education.

A record of the hearing must be made by stenographic transcript or tape recording.

Re-Admission of Pupils Suspended. In the event a pupil is suspended, the District will explore suitable means for his/her instruction, as required by law, within the consideration of the age of the student.

DRUG ABUSE POLICY

Intent. It is the intent of this Article to (i) provide guidelines for procedures to be followed in situations involving drug abuse by students; and (ii) acknowledge initially the self-worth of an individual. Each student should consider his/her own self-worth and value to the extent that he/she will not feel a need for, or become involved with, the misuse of drugs. The School District does not condone the use of drugs by students. It does, however, recognize the need for the availability of help to students who abuse drugs. A student found to be using drugs illegally or assisting others in the use of drugs illegally while on school property shall be immediately referred to the Building Principal for disciplinary action. Law enforcement officials will also be notified and arrangements will be made to confiscate any drugs and/or paraphernalia. The Building Principal shall notify the parents and take such other action as deemed necessary and proper to assist the student. A first-time offense will result in a three to five day out-of-school

suspension at the discretion of the Building Principal. A second offense will result in a five-day out-of-school suspension and a mandatory Superintendent's Hearing. A student who sells a drug or something he/she purports to be a drug will be suspended for five days and will have a Superintendent's Hearing regardless of whether it is a first time or second time offense. Drug and alcohol violations will be cumulative from building to building in the Baldwinsville School District.

Need to Take Medicine. Students who need to take medicine (any pills or drugs), are required to take them in the Health Center. Students may not carry prescription, over-the-counter or illegal drugs on their person. All medication must be turned in to the school nurse. Some examples are aspirin, Tylenol, inhalers, and all prescription drugs. No drugs may be taken anywhere else on school property.

Self-Referral. The District believes that it is desirable to maintain rapport with students that make self-referrals. Staff members shall take such action when it is necessary and proper to assist the student and is in the best interest of the student's welfare. All action should be predicated on maintaining confidence, helping the student and to the extent feasible, should be with the consent of the student.

When a student is suspended from school for use of, or possession of, or sale of controlled substances, other drugs or alcohol, the following shall occur:

- (a) During the out-of-school suspension, the initial mandated meeting will be between the student, parent/guardian, and school guidance counselor. During this meeting, a preliminary assessment of substance abuse will begin. This will be followed up by additional individual sessions with the student. Verification that the student has completed all sessions, will be sent to the In-school Planning room and principal. A substance abuse evaluation and/or intervention plan will be submitted to the administration for review and approval.
- (b) The school guidance counselor shall meet with the student upon the return from suspension to follow through with the appropriate in-school planning process.
- (c) After an appropriate intervention program is instituted, if the student fails to follow through with the plan, a five-day out-of-school suspension pending a superintendent's hearing shall occur. The superintendent will then review the student's entire educational program at Baker High School.

DRUG/ALCOHOL DETECTION PROCEDURES

The Baldwinsville School District, in conjunction with the Baldwinsville Police Department and the K-9 Unit of the Onondaga County Sheriff's Department will be implementing a program at Durgee Junior High and Baker High School. Initial periodic, unannounced locker and parking lot searches will be held using the dogs trained to detect drugs.

Although adolescent drug and alcohol use is a societal and community issue, and not just an educational concern, we would like to strengthen our efforts in promoting a safe, orderly and drug free environment.

In addition, we include in our program, the use of an ALCO Sensor, a type of Breathalyzer, to give students the opportunity to prove they are not under the influence of alcohol. This works as follows: If a student appears to a faculty or staff member to be under the influence of alcohol (i.e. not walking normally, slurred speech, etc.), the student will be referred to an administrator who will dialogue with the student about the physical state of the student. If the administrator believes the student is under the influence of alcohol, the student will be suspended from school. It is possible that a student will adamantly disagree with this assessment, in which case the student will be asked to take the ALCO Sensor test. If the student refuses, the suspension stands; if the student takes the test and fails it, the suspension stands. If the student is cleared, then there will be no suspension.

Additionally, we utilize this procedure as necessary during the school day, as well as at extra-curricular events, including but not limited to athletic contests, dances, proms, and field and extended trips.

MISCELLANEOUS STUDENT BEHAVIOR

BUILDING AND FURNITURE

The building belongs to all students. Each should take pride in keeping it a clean and pleasant place to work. The furniture in this building also belongs to the students, and they should exercise care in the use of it. Any person found defacing the building or furniture will be held responsible to pay for repair or replacement.

ELECTRONIC DEVICES

Students may have the electronic device(s) on their person, but all electronic devices must be out of sight and turned off in Academic settings (defined as all areas where teaching, learning, or study should be occurring). Students will be permitted to use electronic devices in Non-Instructional settings (defined as any areas that are not considered an Academic setting, which includes areas where students are not engaged in academic material, e.g. cafeterias and transition times). At NO time is photography, videography, or audio recording acceptable in Academic and Non-Instructional settings unless specifically authorized by the Building Administrator or a classroom teacher. The Building Administrator and/or classroom teachers/staff have full discretion over the use of electronic devices, including earbuds/headphones within the Academic and Non-Instructional settings.

CHEATING

Cheating is to act dishonestly by claiming the work of someone else as your own. (www.dictionary.com, 2004). Cheating occurs when you purposely and knowingly commit one of these errors:

1. You allow someone to copy your work.
2. You claim someone's work as your own.
3. You have knowledge of questions and/or answers prior to the test/quiz.
4. You give and/or receive assistance during test/quiz.

Plagiarism is a piece of writing that has been copied from someone else and is presented as being your own work (taking someone's words or ideas as if they were your own). (www.dictionary.com, 2004) Plagiarism occurs when you purposely and knowingly commit one of these errors:

1. You turn in another student's paper as your own.
2. You copy portions of another student's paper into your own.
3. You copy reference material into your paper without quotation marks and without citing author and page or website.
4. You paraphrase reference material into your paper without an in-text citation to author and page or website.
5. You summarize reference material without citing original source. (Lester and Lester, *The Research Paper Handbook*, 1992)

Impact on:

Homework/Tests/Quizzes/Term Papers/Essays:

Possible disciplinary action:

1. Counseling, Friday detention due to insubordination and possible loss of credit for the work.
2. Suspension due to insubordination and possible loss of credit for the work.

Cheating and/or plagiarism may lead to ineligibility in National Honor Society, scholarships and awards.

DEFIBRILLATORS

All schools are requested to have automatic defibrillators in every building and available for school events. The defibrillators are located throughout the building in the halls and are contained within a cabinet that clearly indicates it is the Automatic Defibrillator. When the cabinet is opened, an alarm will sound. Please be advised that opening this cabinet in any event other than an emergency will result in consequences similar to those for pulling a fire alarm.

DISPLAY OF AFFECTION

Development of wholesome relationships is part of the normal growing up process in any school. However, students should not be overly demonstrative in their affections. Passionate body contact and kissing are prohibited in school and at all school activities. If the spirit of the intent of this regulation is violated, appropriate disciplinary action will be taken. Appropriate action may include: 1) verbal warning; 2) assignment to in-school planning; 3) assignment to a Friday detention.

GLASS CONTAINERS

Possession of glass containers on school property during regular school hours and during after-school activities is not permissible. Students in violation of this regulation may be sent to In-School Planning. Consumption of beverages in the halls is prohibited for the safety and welfare of the student.

HAT, HEADGEAR & COAT POLICY

Coats, jackets, hats, bandanas and any other headgear, and other outside garments may not be worn inside of school. All outside apparel is to be kept in the student's locker upon entering the building. This includes jean jackets and "windbreakers." (Students may wear hooded shirts, sweatshirts, etc., but the hood must be down at all times while in school). Coats and hats, etc. may not be worn during lunch, either inside or outside of the building. In very cold weather, students should wear warmer clothing to ensure comfort throughout the day. Students will be permitted to wear coats and/or hats only upon entering or leaving the building. Notwithstanding the foregoing, students will be permitted to wear appropriate headgear inside of school for sincerely held religious reasons.

- a. As soon as students enter the building, they are to proceed to their lockers to hang up these items in a secure place for the day. (All hats/headwear, and coats must be in lockers by the beginning of the 1st period.
- b. Students arriving late to school must take off their hats/headwear and coats upon entry, go to the Attendance Office to sign in, then proceed to their lockers and class.
- c. Students leaving school early for BOCES or on a blue pass should carry their hats/headwear and coats to their appropriate exit and put them on as they are leaving.
- d. Coats and hats/headwear, etc. may not be worn during lunch, either inside or outside of the building.

LOCKERS

Student lockers are the property of the Baldwinsville School District and remain at all times under the control of the District. The District retains the right to inspect student lockers at any time without a search warrant, without notice and without student consent. Inspections may be conducted by authorized school personnel and by law enforcement officials and may be with the assistance of drug-detecting dogs. Students have no expectation of privacy in their lockers.

- a. Lockers in the halls will be assigned at the beginning of the school year. No sharing of lockers will be necessary.
- b. Money and other valuables should not be stored in lockers. Students are expected to assume full responsibility of their lockers and the District is not responsible for stolen items.
- c. No property, possession of which is unlawful in New York State Law, may be stored in any student's locker. This includes, but is not limited to such items as drugs and controlled substances, alcoholic beverages, stolen property, weapons and other contraband.

- d. New York courts have ruled that school authorities have a duty to inspect student lockers when there is a suspicion of illegal material being stored in a student's locker.
- e. In light of the above, students are reminded that they are responsible for all contents within their lockers and that they may be searched when there is suspicion that illegally-possessed material is contained in the locker.
- f. Students whose locker becomes inoperative should notify the Main Office as to the locker number and combination immediately.
- g. At no time should a student share their combination with other students.
- h. Only school issued padlocks may be placed on lockers. Others will be removed.
- i. If you need to get to your locker after 5 p.m., you must be accompanied by a parent.

ORGANIZED SKIP DAYS

The district does not support or condone organized skip days. Students absent without parent permission will be considered truant and dealt with through the regular disciplinary process.

RESPECT

It is hoped students have respect for themselves and others in the school community. This indicates a tolerance for others who may be perceived as "different". As a result, there are serious consequences for students who use ethnic slurs, sexually harass, or extort others. Students who behave disrespectfully to others will be sent to In-School Planning.

SCHOOL DANCES

Semi-formal dances at Baker are for Baker students only. Baker High School has a guest pass procedure to follow for the Junior Prom and Senior Ball.

SENIOR PRANKS

Senior pranks are never considered a privilege and are strongly discouraged. Students participating in such an activity will be dealt with through the regular disciplinary process and may jeopardize their participation in the graduation ceremony.

SKATEBOARDS AND ROLLERBLADES

Skateboards and rollerblades may not be used on school property. Students are discouraged from bringing them to school. Those that do use them for transportation purposes are to carry their skateboards and rollerblades with them while on school property.

EVACUATION PROCEDURES

It is imperative that students follow the instructions of the administration and faculty/staff whenever there is an emergency drill, lock down, lockout or evacuation. Failure to follow directions will result in a disciplinary consequence. Under no circumstances should a student leave campus or the supervision of a teacher unless instructed by the school administration. The procedures announced by the principal and/or designee during an emergency must be followed completely to ensure the safety of all.

STUDENT DRIVERS AND PARKING –Limited Operation.

Student parking on campus is limited and is a privilege for Seniors, who follow the application process. The District assumes no liability for vehicles parked on campus. Under Code of Conduct regulations, a student will be deemed to have consented to the search of his or her motor vehicle (with reasonable suspicion) as a condition of the privilege of parking said vehicle on District property. A student driver assumes responsibility for him/herself, and the observance of all regulations. Student parking is available in the student lot behind the teacher lot at Baker High School and the designated area at the Stadium. At no time during school hours should students park in the quad (7AM–5PM) or in the teachers' lot, front circle or District Office parking lot. Unauthorized vehicles or vehicles parked in unauthorized areas may be subject, at owner's expense, to towing/ticketing. Student drivers may be subject to disciplinary action.

Controlling Regulations. If you must drive to school, the following regulations must be followed to the letter:

- (a) You and your parents must sign a school form requesting that you be allowed to operate a vehicle on school grounds.
- (b) You must secure and display a school registration sticker or pass if you park your car on school property. Stickers must be displayed on the rear side window on the driver's side. Only cars displaying the proper parking sticker identification are to be driven/parked on school grounds.
- (c) Students may not give their parking stickers to other students.

- (d) By authority of the New York State Vehicle and Traffic Law, all state and local laws affecting vehicles and traffic are in effect on school property. If vehicles in violation of the law are operated on school property, a complaint may be made to the Village of Baldwinsville Police Department and/or School Resource Officer.

Violations. The following will constitute student driving or parking infractions on school grounds.

- (a) Operating a vehicle on school grounds without registering the vehicle with the school.
- (b) Failure to park in a designated student parking area or lot.
- (c) Operating a vehicle on school grounds in a reckless or unsafe manner.
- (d) Failure to follow instructions of faculty supervisors in the parking lot before, during or after school.
- (e) Operating a vehicle on school grounds without completing the permission form signed by a parent.
- (f) Leaving a student parking lot between 7:30 a.m. and dismissal time without office approval or a blue pass.
- (g) Any student utilizing his/her vehicle in the skipping of a class, or any student assisting another student to cut a class by transporting the student in his/her car, or leaving the school campus by car without permission.
- (h) Operating a vehicle on school grounds while a driving or parking privilege has been suspended or revoked.
- (i) Smoking in or around any vehicle in a student parking lot.
- (j) Loitering in or near any vehicle in a student parking lot.
- (k) Littering in any area of a student parking lot.
- (l) Operating or parking a vehicle on school grounds in violation of New York State or local law. (For example, an unregistered or uninspected motor vehicle.)
- (m) Students who develop a pattern of lates to school will lose their driving and parking privileges. Continued tardiness will lead to a more severe consequence.
- (n) Students are not to drive to a BOCES program unless they have both parental and school permission BEFORE they do so. Students are NEVER allowed to transport other students.

Violations Penalty. Any violation of the regulations specified above for which a specific penalty is not defined will subject the student to an immediate suspension of driving and parking privileges on school property. This suspension shall include the entire school complex, which means that a student shall not park near the District Office, the Bus Garage, Elden or Durgee Schools.

Second Violation Penalty. A second violation of any of the regulations specified above will result in a permanent revocation of a student's operating and parking privileges on the school grounds for the remainder of the school year.

Violations (Trespass). A refusal of a student to adhere to the above regulations may result in a charge of trespass to be filed with the Village of Baldwinsville Police Department. A student not privileged to be in the parking lot of the school is, under New York State Law, guilty of trespass.

Students driving and/or parking vehicles on the Baker High School Campus or alternate parking lots without a permit will be dealt with through a disciplinary notification to building administration. Chronic violators will be suspended for insubordination. Additionally, students may jeopardize their opportunity to get a parking pass as a senior. Chronic violators of parking regulations may have their vehicles towed at the owner's expense.

STUDENT BEHAVIOR

ASSEMBLIES – The assembly programs are planned to be interesting and educational. Passing to and from assemblies should be done rapidly with a minimum of noise. Pep rallies, assembly programs or functions involving the Baker community must be finalized at least five school days prior to the event.

EMERGENCY DRILLS – Follow the directions in the room and make no noise. The success of this drill depends on students being able to follow instructions quietly.

FIRE DRILLS – Fire drills are held regularly throughout the year. Students are to proceed with no noise to the exit specified by the sign in the room. When the drill is over, students are to return to the building as directed by supervising staff member.

1ST PERIOD – Each day will begin with 1st period where attendance is taken. Students are expected to be in 1st period by 7:37 am. Any attendance business will be taken care of before 1st period class begins. There is to be no talking during morning and afternoon announcements. Failure by a student to comply with the rules will lead to disciplinary action.

STUDY HALL RULES – The primary function of study halls is to give students the opportunity during the school day to study for exams, do homework, or work cooperatively on school projects with other students. Students are encouraged to use the Math Lab and the school library when needed. Teachers must provide the structure so that those who need to study or go elsewhere for assistance can do so. Teachers need to know where students are in case specific students are needed or there is an emergency. Students need to cooperate with the teacher and other students so that those who must go elsewhere can do so quickly and those remaining in study hall can

pursue their studies. To implement these responsibilities, the following rules for study halls are established:

1. Be punctual. If you are not in your seat when attendance is taken, your study hall supervisor will consider you tardy or absent.
2. You must account for yourself for the entire period. If your study hall supervisor does not know where you are at any time during the period, you will be considered absent.
3. You should bring study or reading material with you. Locker passes are not available in study halls.
4. No card or any kind of game playing will be allowed. No electronic devices will be allowed.
5. In classroom study halls, every student leaving the study hall must have a pass. Passes will be issued to the Main Office, Guidance Office, Health Center and subject labs. Lavatory, store and phone passes may be issued by the classroom study hall supervisor with discretionary limits. All other passes must be pre-signed by the receiving teacher, including other study halls. In cafeteria study halls, passes will be issued to the Main Office, Guidance Office, Health Center, and Math Lab. Cafeteria study hall supervisors will use a sign out sheet for cafeteria level lavatory, store, and phone. All other passes must be pre-signed by the receiving teacher including other study halls.
6. All students must return to study hall before the end of the period.
7. Students may not go outside.
8. Be quiet and courteous.

Infraction of rules will result in students being sent to In-School Planning.

BUS – All students are to obey, at all times, the instructions of the driver. They should also follow rules printed and displayed on the buses. Any misbehavior on the school bus should be reported to the driver immediately. Students who do not follow the rules will be subject to the consequences outlined in the district's Code of Conduct. On Tuesdays, Wednesdays and Thursdays, buses traveling modified routes will be available for students remaining after school for school work, class meetings, etc. With reference to the transportation policy and a student needing to ride a bus other than the student's own bus, please be advised of the following:

1. District Transportation is not intended to replace taxi services. It is understood that the district only transports students from their home to school.
2. In case of emergencies, sickness, child care, etc., the Building Principal must notify the Transportation Department, who will in turn notify the driver. The Building Principal will issue a pass to the student to be given to the driver.

IDENTIFICATION CARDS - An I.D. card will be used to identify the person as a student in Charles W. Baker High School. I.D. pictures will be taken each year by the school photographer in September.

PASSES – At times, students may need to leave school for a dental or doctor appointment. A written request from the parent requesting the destination and an expected time of return, must be submitted when obtaining the pass. A special pass will be issued in the Attendance Office. No student should leave school without one. Forgeries are illegal and will result in disciplinary action. All such passes must be countersigned and returned to the Attendance Office. It should be emphasized that early dismissal passes should be kept to a minimum. A doctor’s excuse will be required for excessive early release passes. It should also be noted that students will not be excused from school for off-campus lunch. Further, the Athletic and Co-Curricular Policy maintains that student athletes must be in attendance for the entire school day in order to be eligible to participate in practice or athletic contests on that day. (Additional information can be found in the Athletic Code of Conduct.) Attendance in class is considered very important and missing instruction cannot always be made up. Whenever possible, appointments should be made after school or during a study hall. Permission to leave school means to go only to the destination specified in the parent note and on the early release pass.

Room passes are issued by the classroom teacher if a student wishes to go from one room to another while classes are in session. These also must be countersigned and should be returned to the teacher issuing the pass. No student should be in the halls at any time without a pass showing where s/he is going. It is assumed that those in the halls will pass quietly in order to not disturb classes which are in session.

Sample Note from Parent/Guardian for Pass to Leave School During Day

Please excuse my daughter, _____ at 10:15 as she has an orthodontist appointment with Dr. Smith at 10:30. She will be returning to school after her appointment.

Parent/Guardian Signature _____ Date

BALDWINSVILLE CENTRAL SCHOOL DISTRICT
Baldwinsville, NY

Reporting Discrimination, Harassment and Bullying

The District will act to promptly investigate all complaints, verbal or written, formal or informal, of allegations of discrimination, harassment and bullying; and will promptly take appropriate action to protect individuals from further discrimination, harassment and bullying. The District will designate, at a minimum, two (2) Complaint Officers, one of each gender.

It is essential that any student who believes he/she has been subjected to discrimination, harassment, bullying or retaliatory behavior, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence, immediately report same to any staff member or administrator. The staff member/administrator to whom the report is made (or the staff member/administrator who witnesses or suspects bullying/cyberbullying behavior) shall investigate the complaint, document and take appropriate action to include, as necessary, referral to a supervisory authority and/or other official designated by the District to investigate allegations of harassment and bullying within a reasonable amount of time. Referrals may be made to ANY higher level of supervisory authority.

All complaints of alleged harassing, bullying and/or retaliatory conduct will be promptly investigated in accordance with the terms of District policy and shall be treated as confidential and private to the extent possible within legal constraints. In the event that the Complaint Officer is the alleged offender, the report will be directed to the next level of supervisory authority.

All complaints of alleged harassing, bullying and/or retaliatory conduct shall be:

- promptly investigated in accordance with the terms of district policy;
- forwarded to the program's Dignity Act Coordinator for monitoring; and
- treated as confidential and private to the extent possible within legal constraints.

The District's designated Dignity Act Coordinators are the Building Principals.

Dignity Act Coordinator for C.W. Baker High School: Kris Denton, 315-638-6008

TITLE IX GRIEVANCE PROCEDURE

It is the policy of Baldwinsville Central Schools not to discriminate on the basis of sex in its educational programs, activities, or employment as required by Title IX of the 1972 Education Amendments. As a student or employee of the Baldwinsville Central School District, you are protected from sex discrimination in the following areas.

If you are a student, you may not be discriminated against on the basis of sex in:

- Admission to most schools
- Access to enrollment in courses
- Access to and use of school facilities
- Counseling and guidance materials, tests, and practices
- Vocational education
- Physical education

- Competitive athletics
- Graduation requirements
- Student rules, regulations, and benefits
- Treatment as a married and/or pregnant student
- Health services
- School-sponsored extracurricular activities
- Most other aid, benefits, or services

If you believe that you have been discriminated against on the basis of sex, you may make a claim that your rights have been denied. This claim or grievance may be filed with the Title IX Coordinator at the District Office.

You will be asked to write down the actions, policies, or practices which you believe are discriminatory. You may obtain help from the Title IX Coordinator at the District Office, Ph. 638-6047, or anyone you believe is knowledgeable. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C., at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your Title IX complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance, you should give thought to the following:

- The exact nature of the grievance - how you believe you may have been discriminated against, and any persons you believe may be responsible.
- The date, time and place of the grievance.
- The names of witnesses or persons who have knowledge about the grievance.
- Any available written documentation or evidence that is relevant to the grievance.
- The actions that could be taken to correct the grievance.

If you wish to discuss your rights under Title IX, to obtain a copy of the full Title IX grievance procedure, or to obtain help in filing a grievance, contact the Title IX coordinator or your designated Title IX building representative.

GRIEVANCE REPRESENTATIVES FOR TITLE IX

Baker High School: Kris Denton
 District Coordinator: Joseph DeBarbieri

SEXUAL HARASSMENT OF STUDENTS

It is the policy of the Baldwinsville Central School District (the "School District") that students be free from all forms of sex discrimination, including sexual harassment, in the classroom. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.

In accordance with the School District's continuing affirmative action efforts and pursuant to the Equal Employment Opportunity Commission's Guidelines on Discrimination Because of Sex, the School District adopts the following policy:

Statement of Policy

Acts of sexual harassment are contrary to School District policy and will not be tolerated in the School District environment.

The term "sexual harassment" includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a) Submission to or rejection of such conduct by an individual is the basis for academic decisions affecting such individual;
- b) Such conduct has the purpose or effect of unreasonably interfering or creating an intimidating, hostile, or offensive learning environment. The term "sexual harassment" does not refer to occasional compliments of a socially acceptable nature.

Investigation

The Board of Education believes that sexual harassment, like any other civil rights violation, creates an unhealthy atmosphere destructive of the School District's educational purpose. The Board of Education through the Superintendent of Schools will investigate alleged harassment and will effect an appropriate remedy when an allegation is determined to be valid.

Discipline

Conduct on the part of personnel which constitutes sexual harassment shall be considered misconduct and shall constitute insubordination in violation of School District policy.

PROCEDURE ON SEXUAL HARASSMENT COMPLAINTS

Filing of Complaint

- Any student (or the parent of any student) who has been subjected to sexual harassment shall immediately report the alleged harassment to the building principal.
- In the event the person to whom the initial report is to be made pursuant to section a(a) is the individual against whom the complaint is made, the initial report shall be made directly to the School District's Assistant Superintendent for Human Resources.

CHARLES W. BAKER
The Man and the School

Charles W. Baker High School was named after a man who was highly committed to the Baldwinsville School District for 30 years. He came to Baldwinsville to teach 8th grade in January, 1915, at the south side school on Canton Street in the old Baldwinsville Academy District #16. In September, he was made principal of the south side school, but continued teaching classes as well. He remained in this position until September, 1923, when he was appointed principal of the Baldwinsville Academy. The newer section of that school, later named Elizabeth Street School, serving only students in grades 7 - 12. He was appointed Supervising Principal in October, 1941, after the retirement of Richard Jensen. Throughout his stay at the "old" Academy, until he retired, in June 1944, he taught math and history classes as well as being principal.

In December, 1960, the Board of Education took action to name the high school after an outstanding man for service to the school system over the years - Charles Winston Baker. His portrait is now displayed in a Baker Main Foyer, a gift from the class of 1961.

JOHN H. "Arc" ARCARO
1932 - 1987

Coach Arcaro was born in Elmira, New York, in 1932. He attended high school at Southside High School where he played football and baseball. Upon graduation, he attended S.U.N.Y. at Cortland where he received a Bachelor's degree in Physical Education and later a Master's in Health and Recreation.

Arc taught Physical Education in the Baldwinsville schools for 32 years. Over the years, he coached many sports and produced many outstanding teams and individual athletes. Football, wrestling, and track and field are the sports he is most remembered for coaching. His teams were always known for their competitiveness and B'ville spirit.

Perhaps Arc's most outstanding accomplishments as a coach came within the sport of track and field. During his reign as coach, B'ville's record was an amazing 239 wins and 29 losses. The most outstanding runner ever coached by Arc, Don Paige, qualified for the Olympics in the 800 meters in 1980. In June of 1981, Coach Arcaro was recognized as the "National Boys Track Coach of the Year" by the National High School Athletics Coaches Association. He traveled to Biloxi, Mississippi to receive the honor before a crowd of 3,000.

Coach Arcaro was instrumental in the planning and development of the Pelcher/Arcaro Stadium, and also in bringing the N.Y. State Track and Field Championship to Baldwinsville. Arc was also the moving force behind the Section III football playoffs held in the Carrier Dome and the annual Senior All-Star game that is now played in his honor each summer.

John H. Arcaro was a man who dedicated his life to the betterment of kids and sports. Involvement was not just a word to Arc - it was his lifestyle.

JAMES PELCHER

“In order to flunk physical education, you have to work at it.” A favorite quote from Jim Pelcher presented this philosophy toward life and sports to anyone who would listen.

Born in 1929, graduated from Springfield College in 1952, he started teaching in Baldwinsville in 1954 and was athletic director from 1972 - 1977. More importantly, he was coach, friend and mentor until 1979 to thousands of young men and women whose lives were enriched because of him.

A man who practiced what he preached, Jim was a strong competitor. He played every contest with his boys, equally adept working with varsity or junior varsity groups. He believed everyone needed a chance to reach his/her potential, and made sure each player had his day. Seniors, especially, always played in the “last game.”

Jim worked hard to help others see and understand the importance and necessity for interscholastic athletics. Open-minded to other people, he listened, evaluated and responded. He was most respected among his coaching peers for his honesty, integrity, and loyalty to his associates.

“It takes life to love life,” Jim Pelcher epitomized this idea, fighting for that love of life to the very end. He died, doing what he loved - playing basketball - fighting so his kids would have a chance at sports and a life full of love, challenges, and fulfillment.

In addition to several memorial scholarships presented each year by the student body, in the spring of 1981 the stadium and athletic complex were named in his honor as testimony to his lasting influence.

ALMA MATER

Where the golden sunset mellow
Tints the western sky
Proudly stands our Alma Mater
On her hilltop high

Join the chorus, speed it onward
Loud her name we yell
Hail to thee, our Alma Mater
Hail, all hail, B'ville

Loyal to thee, Alma Mater
Shall we always be
And we'll always keep forever
Sweet thy memory

Join the chorus, speed it onward
Loud her name we yell
Hail to thee, our Alma Mater
Hail, all hail, B'ville

So she stands upon the campus
'mong the towering trees
Gentle nature wafts her praises
On the evening breeze.

Join the chorus,, speed it onward
Loud her name we yell
Hail to thee, our Alma Mater
Hail, all hail, B'ville.

Lyrics by: Carroll "Dutch" O'Herin
Music: Alma Mater, Cornell University

B'VILLE FIGHT SONG

BALDWINS-VILLE (spell)

On Ole' B'ville
On Ole' B'ville
Onward to score.

Always fighting
Always striving
Always wanting more,
Rah, Rah, Rah!

On Ole' B'ville
On Ole' B'ville
We will go non-stop

Fight, B'ville, fight
Until we reach the top!

Lyrics: Laura Casey, Mary Anne
Cook, Andrea Lockwood, Claudine
Pompo, Gina Pompo, Julia Pompo,
Bridgit Wiley