

# Oswego Middle School



**2025-2026**

## **Student and Parent Handbook**



## **Foreword**

The purpose of this handbook is to provide you with essential information about the Oswego Middle School, our activities, our requirements and our traditions.

We encourage both students and parents to read through this handbook thoroughly. It should acquaint you with some of the best methods for taking full advantage of our rich and varied program of studies and extracurricular activities.

In an effort to keep current and to make our school a more successful educational institution, changes are made each year. Whether you are in seventh grade or eighth, you cannot afford to neglect the reading of this guide.

The administration and the faculty of the middle school sincerely feel that this handbook will help all of us to catch the Oswego spirit. It is our hope that each of you will use it to attain the school's goals for every student.

**Alma Mater**  
**Let our voices, loudly ringing,**  
**Echo far and near**  
**Songs of praise thy children singing**  
**To thy memory dear**  
**Alma Mater, dear Oswego,**  
**Tender, fair and true**  
**Faithful children love unfailing,**  
**All their vows renew**



## Table of Contents

<b>School District Website.....</b>	<b>6</b>
<b>District Administration.....</b>	<b>6</b>
<b>Board of Education.....</b>	<b>7</b>
<b>Vision Statement.....</b>	<b>8</b>
<b>Mission Statement.....</b>	<b>8</b>
<b>Core Values.....</b>	<b>8</b>
<b>District-Wide Safety Plan Link.....</b>	<b>8</b>
<b>2025-2026 Academic &amp; District Calendar Link.....</b>	<b>8</b>
<b>Annual Notices for Parents/Guardians Link.....</b>	<b>8</b>
<b>OMS BUC Pride.....</b>	<b>9</b>
<b>BUC Pride Behavior Expectations.....</b>	<b>10</b>
<b>New York State’s Dignity for All Students Act (DASA).....</b>	<b>13</b>
<b>Part I - The School Building.....</b>	<b>14</b>
Building Administration.....	14
Closed Campus.....	14
School Offices.....	14
Single Point of Entry.....	15
Visitor Screening-Raptor System.....	15
Contact Information.....	16
Regular Bell Schedule.....	17
Emergency Closings.....	18
Lockers.....	18
Cafeteria Guidelines.....	18
Breakfast and Lunches.....	19
Medication Administration.....	19
Allergies/Medical Concerns.....	20
Restrooms.....	20
Buses.....	20
Assemblies.....	21
OMS Cell Phone and Internet Enabled Device Policy.....	21
Use of Chromebooks.....	22
<b>Part II – Educational Program.....</b>	<b>23</b>
Automated Attendance.....	23
Parent Square.....	24
Homework.....	24



Grading and Honor Roll.....	24
Plagiarism.....	25
<b>Part III – School Services &amp; Activities.....</b>	<b>25</b>
Counseling Center.....	25
Counseling Services.....	25
Library.....	26
National Junior Honor Society.....	26
Clubs.....	27
<b>Part IV – Discipline and Code of Conduct.....</b>	<b>28</b>
Student Conduct and Discipline.....	28
OCSD Code of Conduct.....	28
Student Rights and Responsibilities.....	29
Prohibited Conduct.....	32
Student disciplinary code: Penalties.....	32
Student Suspension.....	32
Other Offenses.....	36
Corporal Punishment.....	37
Investigation of Complaints.....	37
Weapons in School.....	37
Suspension of Students Possessing Weapons/Firearms.....	37
Drug and Alcohol Abuse.....	38
Searches.....	38
Smoking/Loitering On and Off School Premises.....	39
Student Conduct on School Buses.....	39
Use of Electronic/Internet-Enabled Device.....	40
Bullying/Cyber Bullying/Anti-Harassment.....	40
Student Dress Code.....	42
Goals of a Student Dress Code.....	42
Dress Code Policy.....	43
Dress Code Violations.....	44
Fire Drills/Emergency Drills.....	44
<b>Part V - Athletics.....</b>	<b>45</b>
Athletic Handbook.....	45
Physical Form.....	45
Family ID.....	45
Travel Release Form.....	45
After School Sport's Study Hall.....	45





Athletic Field Addresses.....	45
Athletic Calendar.....	45
Buccaneer Boosters.....	45
Buccaneer Boosters Web Page.....	46
<b>Part VI - General Information.....</b>	<b>46</b>
Board of Education Attendance Policy.....	46
Description of Strategies to Meet Objectives.....	47
Determination of Excused and Unexcused Absences, Tardiness and Early Departures.....	47
Student Attendance Recordkeeping/Data Collection.....	48
Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse.....	49
Attendance Incentives.....	50
Disciplinary Consequences.....	50
Intervention Strategy Process.....	51
Appeal Process.....	51
Building Review of Attendance Records.....	51
Annual Review by the Board of Education.....	51
Community Awareness.....	52
Public Conduct on School Property.....	52
Accident Reports: Procedure.....	53
HIV/AIDS.....	54
Student Fundraising.....	54
Student Fees, Fines and Charges.....	55



## **School District Website**

This website is a valuable means of providing parents and the community with information about the schools in our district. The content of the website will be consistent with this information goal while at the same time ensuring the privacy and protection of our students.

### **District Administration**

Dr. Raymond Kilmer III	315-341-2001
<i>Superintendent of Schools</i>	
Mrs. Amanda Caldwell	315-341-2012
<i>Assistant Superintendent for Curriculum and Instruction</i>	
Mr. Peter Colucci	315-341-2006
<i>Executive Director of Business and Finance</i>	
Mr. Jeffrey Gordon	315-341-2009
<i>Interim Executive Director of Personnel/HR</i>	
Mrs. Jacklyn Beck	315-341-2014
<i>Executive Director of Special Education and Student Services</i>	
Ms. Leanne Gmeindl	315-341-2014
<i>Director of Special Education</i>	
Mr. Shawn Morgan	315-341-7030
<i>Director of Accountability and Improvement</i>	
Ms. Carin Reeve	315-341-2012
<i>Director of Literacy</i>	
Mr. Jeremy Amidon	315-341-2012
<i>Coordinator of Mathematics</i>	
Dr. Jamie Sykut	315-341-2024
<i>Director of Instructional Technology, Network, Information &amp; Multimedia</i>	
Ms. Cynthia Lauzon	315-341-2019
<i>Director of Athletics &amp; Physical Education</i>	
Mr. Matthew Goewey	315-341-2022
<i>Director of Food Services</i>	
Mr. Ian Rowberry	315-341-2906
<i>Director of Facilities</i>	
Mr. Thomas Gunn	315-341-2900
<i>Transportation</i>	
Mrs. Sue Kells	315-341-2045
<i>Central Registration</i>	



## Board of Education



The Oswego City School District Board of Education Members for the 2025-2026 School Year are (back row from left to right) Mr. Tim Rice (07/01/25-06/30/28), Ms. Jennifer Solazzo (07/01/25-06/30/28), Mr. Sean Callen, Vice President (07/01/23-06/30/26), Mr. Sean Ohnmacht (07/01/24 – 06/30/27), (front row from left to right) Mrs. Julie Chetney (07/01/23 – 06/30/26), Mr. Tom Ciappa, President (07/01/24– 06/30/27) and Ms. Kristin Norfleet (07/01/23 – 06/30/26).

Board of Education members are elected for a three-year term.

Board of Education meetings are being broadcast live on the [WBUC Youtube](#) channel at their scheduled times.

The Oswego High School Television Production Club, WBUC, archives Board of Education Meetings on Youtube.

[WBUC Board of Education Meeting Archive](#)

[2024-2025 Proposed Budget](#)

[Board of Education Goals](#)

[Board of Education Web Page](#)



## **Vision Statement**

Our school community is dedicated to equity and excellence for each student.

## **Mission Statement**

We empower and engage students to guarantee their successful future.

## **Core Values**

We believe that we will accomplish our mission and realize our vision if we consistently focus on and model the following core values:

- Respect: Treat everyone with dignity.
- Learning: Is the foundation for a productive and fulfilled life.
- Integrity: Uphold truthfulness and transparency in all interactions. Maintaining moral and ethical principles in decision-making and actions.
- Caring: Demonstrate empathy, compassion, and genuine concern for the well-being of students and community members.
- Innovation: Foster creativity, exploration, and continuous improvement in education practices.
- Community Connections: Foster strong connections and partnerships with the community to enhance learning opportunities and support all.
- Collaboration: Promote teamwork, cooperation, and synergy among educators, students, families, and community stakeholders.
- Safety: Prioritize creating a physically and emotionally safe environment conducive to learning and personal growth.
- Social-Emotional Well-being: Address and support the social and emotional needs of students through comprehensive programs and services.
- Diversity and Inclusivity: Celebrate diversity and ensure equitable access to educational opportunities for all students.

[District-Wide School Safety Plan](#)

[2025-2026 Academic Calendar](#)

[2025-2026 District Calendar](#)

[Annual Notices for Parents/Guardians](#)





## BUCS



*Take care of themselves, each other, and our school  
by showing BUC PRIDE!*

<b>P</b>	Prepared
<b>R</b>	Respectful
<b>I</b>	Integrity
<b>D</b>	Dedicated
<b>E</b>	Empathetic







# BUCS

*Take care of themselves, each other, and our school  
by showing BUC PRIDE!*



Expectations	Learning Spaces (classrooms, advisory, sport's study hall)	Hallways/ Lockers	Cafe	Restroom	Entering/ Exiting Building	Buses	Main Office
<b>Prepared</b>	-Bring all materials -Be on time and ready to learn	- Go to your destination in a timely manner - Have all required class materials	-Bring only your lunch needs with you. ex. lunch pail, snacks, money drinks. -Have a pre-signed or Smart Pass if going to another location.	- Smart Pass complete - Use facilities quickly; less than 3 minutes	-Have binders out of your bag and ready to pass -Check into the homeroom. -Go to the cafe for your breakfast in a timely manner (only if you are eating breakfast). -Internet enabled devices in cell phone lockers -Have belongings packed and ready to go home.	-Arrive at bus stop 5 minutes early -Keep belongings together inside of your bag.	- Have an approved Smart Pass or signed pass before coming - Have all necessary materials with you





Expectations	Learning Spaces (classrooms, advisory, sport's study hall)	Hallways/ Lockers	Cafe	Restroom	Entering/ Exiting Building	Buses	Main Office
Respectful	<ul style="list-style-type: none"> <li>- Voice level 1</li> <li>-Raise hand and wait to be called on</li> <li>-Mindful of yourself and others (personal space)</li> </ul>	<ul style="list-style-type: none"> <li>- Voice level 1</li> <li>- Walk on the right side of the hallway</li> <li>- Close lockers quietly</li> </ul>	<ul style="list-style-type: none"> <li>-Voice level 2</li> <li>-Appropriate language</li> <li>-Follow adult directions and raise your hand if you need help.</li> <li>-Use tables and seats appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>- Voice level 1</li> <li>- Knock before entering</li> <li>-Use facilities appropriately.</li> <li>-Respect the privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>-Voice level 1</li> <li>- Acknowledge others when talked to.</li> <li>-Keep hands to self while in line and waiting</li> </ul>	<ul style="list-style-type: none"> <li>-Voice level 1</li> <li>-Stay seated</li> <li>-Listen to the bus driver/adult</li> <li>-Clean up after yourself</li> <li>-Mindful of yourself and others (personal space)</li> </ul>	<ul style="list-style-type: none"> <li>-Voice level 1</li> <li>- follow adult directions</li> <li>-Sit quietly and patiently</li> <li>-accept responsibility of actions</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>-Growth mindset/try your best</li> <li>-Practice honesty</li> <li>-Own your actions</li> </ul>	<ul style="list-style-type: none"> <li>- Respect others space &amp; belongings</li> <li>- Use lockers at the appropriate times</li> <li>- Use your assigned locker only.</li> </ul>	<ul style="list-style-type: none"> <li>-Eat your own food</li> <li>-Stay in your seat</li> <li>-Be a kind seat neighbor</li> <li>-Unwanted food is thrown in the trash</li> </ul>	<ul style="list-style-type: none"> <li>-Keep bathroom clean</li> <li>-Use facilities as intended.</li> <li>-Report any concerns to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>-Only bring appropriate items to school</li> </ul>	<ul style="list-style-type: none"> <li>-School appropriate language</li> <li>-Help others</li> <li>-Report any concerns to the bus driver.</li> </ul>	<ul style="list-style-type: none"> <li>-listen when others talk</li> <li>-use kind words &amp; actions</li> <li>-help others when needed</li> </ul>



Expectations	Learning Spaces (classrooms, advisory, sport's study hall)	Hallways/ Lockers	Cafe	Restroom	Entering/ Exiting Building	Buses	Main Office
Dedicated	<ul style="list-style-type: none"> <li>-Actively engaged and focused</li> <li>-Complete work by <u>due</u> date.</li> <li>- Make up <u>late</u> or missing assignments.</li> </ul>	<ul style="list-style-type: none"> <li>- Keep locker and hallway clean</li> <li>- Follow adult directions</li> <li>-Use your locker safely and as intended.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your area and the cafeteria clean</li> <li>-Pick up after yourself</li> <li>-Use sign out sheet/smart pass before leaving</li> </ul>	<ul style="list-style-type: none"> <li>- If you sign out to use the bathroom; use the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time.</li> <li>-Attend school daily.</li> </ul>	<ul style="list-style-type: none"> <li>-Be safe</li> </ul>	<ul style="list-style-type: none"> <li>-Know why you are there and what you hope to accomplish</li> </ul>
Empathetic	<ul style="list-style-type: none"> <li>-Use kind words and actions</li> <li>-Encourage others</li> </ul>	<ul style="list-style-type: none"> <li>- Help others</li> <li>- Be friendly</li> <li>- Give locker neighbor space</li> </ul>	<ul style="list-style-type: none"> <li>-Stand patiently and safely in line</li> <li>-Kindly take only one serving</li> <li>-Help others if needed.</li> </ul>	<ul style="list-style-type: none"> <li>- Be courteous to other friends who need to use the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>-Be friendly.</li> <li>-Follow the adult's directions.</li> </ul>	<ul style="list-style-type: none"> <li>-Help your neighbors, including the bus driver</li> <li>-Be kind</li> <li>-Keep objects and comments to self</li> </ul>	<ul style="list-style-type: none"> <li>-Use self discipline</li> <li>-use self-awareness</li> <li>-Be kind and considerate</li> </ul>

## New York State's Dignity for All Students Act (DASA)

The goal of the Dignity for All Students Act (DASA), which took effect July 1, 2013, is to provide students with a safe, supportive educational environment that is free from discrimination, intimidation, taunting, harassment and bullying. DASA states that no student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

More information on the Dignity for All Students Act can be found in the Dignity for All Students act brochure (see link at bottom of page) or visit [The State Education Department's Dignity Act home page](#)

Please use the "[Tip Line](#)" to report situations online or you can download and print a copy of the DASA Complaint form below, and mail it to the appropriate DASA Coordinator as listed below.

District DASA Coordinator	Oswego Middle School DASA Coordinator
<p><b>Mrs. Jacklyn Beck</b> <i>Executive Director of Special Education and Student Services</i></p> <p>(315) 341-2014 1 Buccaneer Blvd. Oswego, NY 13126</p>	<p><b>Mrs. Amy Godkin</b> <i>Principal</i></p> <p>(315) 341-2300 Mark Fitzgibbons Drive Oswego, New York 13126</p>

[DASA Complaint form](#)

[DASA New York State Brochure](#)



## Part I - The School Building

### Building Administration

**Oswego Middle School Main Line.....**(315) 341-2300

**Mrs. Amy Godkin.....**(315) 341-2300

*Principal*

**Ms. Samantha Spaulding.....**(315) 341-2300

*Assistant Principal*

### Closed Campus

The Oswego Middle School has a closed campus. Students may not leave school grounds without permission. Anyone who needs to leave the building must bring a note from home to the Main Office. Students may also be excused by the nurse because of illness.

If a special circumstance arises, work with an administrator who may be able to help you avoid the penalties associated with leaving school without permission.

### School Offices

Oswego Middle School has a Main Office that handles attendance, discipline, and overall management of the middle school. The Health Office addresses the wellbeing of students, faculty and staff in the building. The Counseling Office addresses scheduling, grades and additional support services for students.

Students who must leave during the day or are tardy must report to the Main Office.

The Health Office is for students who are ill, require first aid, or need a physical examination. Students needing to visit the Health Office must obtain a pass.





## **Single Point of Entry**

The Oswego City School District has a single point of entry in each of its school buildings for visitors. During school hours, all visitors must use the front doors and report to the office. Upon entry in the main office, all visitors will pass through our open gate security system. Access beyond that point may be granted, however, you must provide a government issued identification before a visitor badge is issued.

## **Visitor Screening-Raptor System**

The Oswego City School District utilizes the Raptor screening system for all visitors requesting access to our school buildings. The Raptor system performs a background check, which includes the Sex Offender Registry. All visitors must present government issued identification and pass the Raptor screening process to be provided a visitor badge and be granted access to school buildings.

To ensure that no unauthorized persons enter buildings, all visitors to the schools during the school day will report to the school main entrance to receive authorization before visiting elsewhere in the building. Temporary ID stickers will be issued to temporary employees, staff, vendors, volunteers and visitors each time they need to enter a school building during school hours. The ID sticker is to be worn in a highly visible manner while in the building or while on school grounds. The stickers need to be surrendered when the reason for entry is complete or no later than the end of the school day. Sign in is also required for student pick-up and drop off, but a badge will not be issued.

Unauthorized persons will not be permitted in school buildings or on school grounds. School administrators and school employees are authorized to take appropriate action to prevent such individuals from entering the building and from loitering on school grounds.



## Contact Information

Concern	Who to contact	Phone
Attendance	Attendance Clerk	315-341-2300
Academic	Counselor	315-341-2382
Athletic	Athletic Director/Coach	315-341-2019
Bus	Main Office/Bus Garage	315-341-2300/ 315-341-2900
DASA	Building Principal	315-341-2300
Food Services	Director of Food Services	315-341-2022
Free and Reduced Lunch forms	Main Office	315-341-2300
Tutoring	Mr. Rogers	315-341-2348
Homework while absent	Counseling Office	315-341-2382
Incident Reports	Main Office	315-341-2300
Library/Chromebook needs	Library Media Specialist	315-341-2300
Locker problems	Main Office	315-341-2300
Lost and Found	Main Office	315-341-2300
Poster Approval	Principal	315-341-2300
Residency questions	Registrar	315-341-2045
Student illness/injury	School Nurse	315-341-2342
Tardy to School or Class	Main Office	315-341-2300
Working Papers	OMS Nurse	315-341-2342



**Regular Bell Schedule**  
**OMS doors open at 7:25 am**  
**(Breakfast is served at 7:25 - 7:40 am)**

TIME	MINUTES	PERIOD	NOTES
7:25 – 7:40 am	15	Attendance, Announcements, Breakfast, etc.	
7:41 - 8:21 am	40	1	
8:24 - 9:04 am	40	2	
8:24 - 8:53 am	29	2C-1	West Team i-Ready/AIS
8:54 - 9:34 am	40	2C	
9:05 - 9:34 am	29	2E-1	8 East Team i-Ready/AIS
9:07 - 9:47 am	40	3	
9:48-10:17 am	29	3B-1	7 South Team i-Ready/AIS
9:37 - 10:17 am	40	3C, 3E	
9:50 - 10:30 am	40	4, 4D	
9:50 - 10:20 am	30	4A	7 East Lunch
10:20 - 10:50 am	30	4B	7 South Lunch
10:20 - 11:00 am	40	4C, 4E	
10:23 - 10:52 am	29	5A-1	7 East Team i-Ready/AIS
10:53 - 11:33 am	40	5A, 5B	
11:03 - 11:33 am	30	5C	West Team Lunch
10:33 - 11:13	40	5D	
11:14 - 11:43	30	5D-1	8 East Team i-Ready/AIS
11:03 - 11:43	40	5E	
11:36 am - 12:16 pm	40	6	
11:46 am - 12:16 pm	30	6D	8 East Lunch
11:46 am - 12: 26 pm	40	6E	
12:19 - 12:59 pm	40	7	
12:29 - 12:59 pm	30	7E	8 South Lunch
1:02 - 1:42 pm	40	8	
1:45 - 2:25	40	9	
2:25 – 2:30 pm	10	End of Day Procedures (Buses Called, Cell phone pick up)	



## Emergency Closings

The Superintendent of Schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety.

Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closing and delayed starting times will be announced over local radio stations, social media, and Parent Square. The following television stations will carry information regarding emergency closings: Cable channels, 3, 5, 9 and the district website.

**If no report is heard, it can be assumed the schools are opening on time.**

## Lockers

Lockers are the property of the Oswego City School District and are made available for the use and convenience of students. The lockers are to be kept in a clean condition and free from damage. Nothing will be allowed to be posted in or on the lockers that will cause damage. This includes graffiti, stickers, tape, contact paper, etc. that, when removed, will scratch or damage the locker or remove the paint.

If the interior of the locker is found to be damaged, the student that occupies that locker will be responsible for its repair and the costs incurred by the district for the repair. **Students are not to share their locker or locker combination with anyone.** Personal items of value should not be brought to school. **The school district is not responsible for any item(s) stolen from lockers.** Any and all locker problems should be reported to the main office. School officials reserve the right to search any student's locker when reasonable suspicion exists.

## Cafeteria Guidelines

In order that the cafeteria remain clean and attractive, it is important that the following rules be observed:

1. Tables must be left clean.
2. Students must remain seated and raise their hands for permission to leave their seats. Students must remain at their table...no moving tables or seats without permission
3. Students must wait their turn in the various serving lines without pushing,



shoving or running.

4. Minimize noise by speaking in a normal tone and only to those near you.
5. Students must respect the authority of the cafeteria supervisors and staff.
6. Pick up anything that is dropped on the floor.
7. Trays must be returned to the dish washing area.
8. All waste must be discarded in waste barrels.
9. Throwing food is prohibited. Any student engaging in throwing food, beverage or any object will be disciplined.
10. Food and beverages are not allowed to leave the cafeteria unless permission is granted by administration.
11. Students are not allowed to share food or eat from other students' trays.
12. Students are not allowed to leave the cafeteria until dismissed by the cafeteria supervisors.

\* Students who fail to follow the above guidelines will be subject to disciplinary consequences.

### **Breakfast and Lunches**

Great news! All enrolled students of the Oswego City School District are eligible to receive a healthy breakfast and lunch at school at no cost to your household each day of the school year. Your child(ren) will be able to participate in these meal programs without charge. This benefit only applies to complete breakfasts and lunches, other items are available to purchase.

*Breakfast is available in the cafeteria between 7:25 am and 7:40 am.*

### **Medication Administration**

Please do not send any medicine (**prescription or over-the-counter**) with a child to take at school. It is possible that some other child may obtain and take the child's medicine, causing illness or harm. This regulation is important to the health and safety of all students.

- If it is necessary for your child to have any medication (even over the counter medicine such as Tylenol) during school hours, you must:
  - Provide a doctor's written note to the school requesting that we administer the medication, indicating dose, time, etc.
  - Provide a parent's written note stating that the school has permission to administer the medicine.





- Have an adult bring the medication to the school nurse's office in the original container.

***\*\*Students who are found to be in possession of any medication may be suspended for up to 5 days and be taken to a Superintendent's Hearing pending an investigation by administration.***

## **Allergies/Medical Concerns**

Please be sure to **contact the Health Office** if your child has any life threatening allergies or serious medical concerns. Medical paperwork is sent home the first week of school but to truly plan for a specific need, your assistance in communicating your child's needs to the nurse is essential. We want to be sure to prepare a proper medical plan for any student that may have specific doctor ordered needs. Your child's safety is our priority.

## **Restrooms**

Students may use the restrooms before and after school, between class periods, or if you have been excused from class with a SmartPass. Students are expected to keep restrooms clean. Loitering, smoking/vaping, eating, littering, vandalizing, or damaging the facilities in any way, or sharing stalls with other people for any reason is not tolerated. If students are feeling ill, they are to report to the Health Office; they are **not** to remain in the restroom. At OMS, we allow ONE student to use the bathroom at a time. Students should not gather in restrooms.

## **Buses**

Buses will bring in both in-city and out-of-city pupils for 7:25 a.m. classes. Buses will make in-city and out-of-city runs at 2:30 P.M. to take home pupils who have completed their classes.

All students must leave the building and school grounds at 2:30 P.M. unless involved in a school activity. Students attending afterschool detention, OMS clubs, Focus Forward, or staying with a teacher may take the 3:20pm Late Bus. Students staying after school are to report to the late buses at 3:20pm.

Transportation concerns should be directed to the [transportation department](#).



## Assemblies

Frequently, students will have an opportunity to attend an assembly program. Whether the performer is a fellow student, a staff member, or a guest, he/she deserves respect from the audience. Prior to each assembly, teachers are expected to review appropriate behavior and procedures with their students. This can best be accomplished by following these guidelines:

1. Clapping is the accepted way of showing appreciation. Whistling, booing, shouting, or other loud noises are not appropriate.
2. Talking during a performance is distracting and insulting, and must be avoided.
3. Students should keep their feet on the floor while seated.
4. After the assembly, students will be dismissed in an orderly fashion.

## Student Cell Phone and Internet-Enabled Device

To support student focus, safety, and well-being, students are not permitted to use Internet-enabled devices during the school day on school grounds, except in limited, authorized situations.

### What Is an Internet-Enabled Device?

These include any device capable of connecting to the Internet, such as:

- Smartphones
- Tablets
- Smartwatches
- Devices with access to social media or online content

Devices provided by the District for educational purposes are allowed and are not restricted by this policy.

### When Are Devices Allowed?

Use of internet-enabled devices may be permitted only if:

- Approved by a teacher or administrator for educational use
- Required for a student's health care
- Needed in an emergency
- Used for translation services
- Part of an IEP or 504 Plan
- Required by law
- Approved for caregiving responsibilities (reviewed case-by-case)



## **Where Must Devices Be Stored?**

Students must store devices in designated locations during the school day:

- Grades PK–6: Devices must be turned off and left in backpacks, stored in designated cubbies/lockers, or wherever personal items are stored.
- Grades 7–8: Devices must be turned off and placed in cellphone lockers located in the student's homeroom. Late arrivals will store phones in the main office.
- Grades 9–12: Devices must be turned off and stored in backpacks, purses, or bags inside school lockers.

## **What happens if a student violates the policy?**

**First Offense:** Device is confiscated and turned into the main office. Device picked up by student at dismissal. Formal warning issued.

**Second Offense:** Device is confiscated and turned into the main office. Device picked up by parent/guardian. After School Detention/Lunch Detention/ or loss of privilege.

**Third Offense:** Device is confiscated and turned into the main office. Device picked up by parent/guardian. After School Detention/Lunch Detention/or loss of privilege. Student devices stored in the main office upon arrival for the remainder of the school year.

**Additional offenses:** Device is confiscated and turned into the main office. Device picked up by parent/guardian. Progressive discipline as outlined by the Oswego City School District Code of Conduct. Student devices stored in the main office for the remainder of the school year.

**Refusal to turn over phone to staff:** Students who refuse to surrender their device when asked may be subject to additional disciplinary action, including in-school or out-of-school suspension.

## **Contacting Your Child During the School Day**

We understand the importance of communication. Parents/guardians can reach students through:

- Call the school's main office to leave a message or request a call back.
- In emergencies, office staff can reach students directly via classroom phone systems.
- Drop off written notes at the main office for delivery to your child.

## **Use of School Computers**

All students are subject to the [District's Student Acceptable Use Policy](#). Should a student's use of the District technology resources (including but not limited to computer drives, network facilities, the Internet and Internet links) violate the Acceptable Use Policy, such a violation may give rise to disciplinary action.

The Board of Education considers computers to be a valuable tool for education, and encourages the use of computer-related technology in district classrooms.



Through software applications, online databases, bulletin boards and electronic mail, computer use will significantly enhance educational experiences and provide statewide, national and global communications opportunities for students and staff.

Each year students will be granted an account for one academic year to use the school district's computer network. Users of the district's computer equipment shall have no expectation of privacy. The district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to ensure the equipment is not being inappropriately used.

The district prohibits the use of any computer hardware/software in any inappropriate, fraudulent or destructive manner, including, but not limited to:

- Sending out unauthorized messages
- Entering a code-protected file
- Plagiarism
- Altering a software program
- Vandalizing hardware or software components
- Inappropriate use of e-mail
- Instant messaging is strictly prohibited
- Use of games and music not directly related to educational use is prohibited

Failure to abide by these regulations may result in disciplinary action up to and including suspension from school and/or revocation of system access and related privileges. Part II – Educational Program

Chromebooks, chargers, and other school materials are loaned to students. Lost or intentionally damaged chromebooks become the financial obligation of the student. Students are responsible for the proper use and care of these devices. If a chromebook is lost, the student should report it to his/her teacher. If a student loses a chromebook, and after a reasonable amount of time it is not found, the student will be required to pay for its replacement.

## **Part II – Educational Program**

### **Automated Attendance**

Oswego Middle School will utilize School Messenger for the 2025-2026 school year. This program will automatically call the home of any student that is marked absent from school during the homeroom period. As always, we encourage each of you to communicate with the Attendance Clerk via ParentSquare or calling (315-341-2300) with regard to your child's attendance.



## Parent Square

OCSD utilizes the ParentSquare platform for updates and information. Parentsquare has an iOS and Android app, or can be accessed on a computer browser.

## Homework

Homework is a necessary part of the curriculum and is considered to be a vital supplement to the learning process. Reasonable amounts of homework, suited to the abilities of the students, should be expected regularly at every grade level. Homework provides necessary practice of skills, enriches and enlarges classroom experience, and reinforces concepts learned in class. Carefully planned assignments foster responsibility, help students work independently, and require development of time management skills. Homework can also provide an opportunity for the teacher, parent, and child to work as a team in the learning process. Please contact your child's teacher with questions or concerns.

## Grading and Honor Roll

Numerical grading system, 0-100, with a passing average of 65% is utilized at Oswego Middle School. Report cards go home approximately every 10 weeks. Parents and guardians may always reach out to their student's teachers to discuss grades and progress. Parents and students have access to SchoolTool to check assignments and grades.

<b><u>Level of Achievement</u></b>	<b><u>Standard</u></b>
<b>Highest Honor Roll</b>	<b>94% or Above</b>
<b>High Honor Roll</b>	<b>90-93.999%</b>
<b>Honor Roll</b>	<b>85-89.999%</b>



# Plagiarism

It is the position of the administration and faculty of Oswego Middle School that students accept responsibility for presenting papers that are representative of their own ability and efforts. Plagiarism is viewed as intellectually dishonest and an extremely serious offense.

**Definition:** Plagiarism is defined as passing off ideas or words of another as one's own. It includes the following:

- submission of another student's work as one's own
- submission of direct quotes, paraphrases or ideas from any sources, including the Internet, that are not properly acknowledged by a written reference in the paper itself.

**Procedure:** Suspected cases of plagiarism are referred to the team leader. The teacher and administrator mutually determine whether or not the paper is plagiarized. A plagiarized paper receives a zero. If multiple students are knowingly involved, all students would receive zeros on their papers.

## Part III – School Services and Activities

### Oswego Middle School Counseling Office

This office contains our school counselors, at risk counselors, home and school liaison, and a psychologist that service the various needs of our students. Counseling Services. Oswego Middle School is served by 4 counselors. Students are assigned to a counselor by an alphabetical split, based on their last name.

#### School Counseling Office Secretary

Mrs. Verburg

#### OMS Counselors:

Mrs. Carroll

Mrs. Wilkinson

Mr. RaPray

Mr. Rogers

Last name A-E	Last Name F-M	Last Name N-Z	At-Risk, tutoring homebound, Tier 3
Mrs. Carroll	Mr. RaPray	Mrs. Wilkinson	Mr. Rogers

Additionally, **OMS School Psychologist** : Mrs. Hall 315-341-2300

**OCSD Social Worker - Home & School Liaison-** Miss Sweeney 315-341-2356



## Library

The library collection includes books, audio books, videos, newspapers, magazines, audiotapes, maps, slides, and reference books. Our collection is cataloged through an on-line public access catalog (OPAC). We also offer a computer lab, interlibrary loan services and internet access. Available through our district's website are various databases such as magazine indexes and full text articles.

1. You will be coming to the library with various classes throughout the year.
2. During the Advisory Period you may come to the library to select books by asking your Advisory Period teacher to make you a Smart Pass. You are asked to make your selection and return to your classroom within 10 minutes so other students may have the same opportunity.
3. NO student is allowed to send anything to a printer without previous permission from a teacher.

### Overdue Books:

Books and other library materials are expensive. If material becomes overdue, you will receive an overdue notice in your homeroom. You may not check out more material until your overdue items have been returned. A second reminder is sent to your homeroom, and if there is no response from you, the library will call your home and send a letter noting the cost of the book.

The [library](#) hours are from 7:30 a.m. to 2:30 p.m. each school day. The library is to be used for research, borrowing books, use of computers, or reading. Students using the library should work quietly and remain for the entire period, or run the risk of losing library privileges.

Materials in the library circulate for a period of time, generally two weeks. All students wishing to borrow materials must check them out at the library desk. Students are expected to be responsible and courteous of the needs of others and return library materials on time. There will be a fine charged for overdue library materials. Lost or damaged materials must be replaced at the expense of the borrower.

## National Junior Honor Society

The usual meeting date will be the 1st Tuesday of every month. Clear your calendars accordingly. We're all busy; we're all involved in multiple activities such as sports, jobs, volunteer work, etc., but the monthly MANDATORY NJHS meeting needs to become a priority. If you are absent from a meeting, for any reason, you must make up the meeting the next morning. Other sanctions according to the club by laws must be enforced.

Link to the [National Junior Honor Society Page](#)





**For an updated NJHS application, please contact:**

Mrs. Brown [sbrown@oswego.org](mailto:sbrown@oswego.org) -or- Miss Donovan [cdonovan@oswego.org](mailto:cdonovan@oswego.org)

## Clubs

There are a variety of clubs that are available to students. These clubs generally meet after school hours. Included here is a list of the clubs and the advisors for each.

CLUB	ADVISOR NAME	EMAIL
Art Club	Alica Acsenzi	<a href="mailto:aacsenzi@oswego.org">aacsenzi@oswego.org</a>
Band	Jim Peer	<a href="mailto:jpeer@oswego.org">jpeer@oswego.org</a>
Chess Club	Mike Patane	<a href="mailto:mpatane@oswego.org">mpatane@oswego.org</a>
Culinary Club	D. Jane Crossman	<a href="mailto:dcrossma@oswego.org">dcrossma@oswego.org</a>
Chorus	Ceara Windhausen (8) Paul Brewster (7)	<a href="mailto:cwindhausen@oswego.org">cwindhausen@oswego.org</a> <a href="mailto:pbrewste@oswego.org">pbrewste@oswego.org</a>
Con Brio	Paul Brewster	<a href="mailto:pbrewste@oswego.org">pbrewste@oswego.org</a>
Downhill Ski Club	Chuck Rowlee	<a href="mailto:crowlee@oswego.org">crowlee@oswego.org</a>
Drama Club	Paul Brewster Ceara Windhausen	<a href="mailto:pbrewste@oswego.org">pbrewste@oswego.org</a> <a href="mailto:cwindhau@oswego.org">cwindhau@oswego.org</a>
Friend to Friend Club	Amy Odell	<a href="mailto:aodell@oswego.org">aodell@oswego.org</a>
Hands on History Club	Deb Geroux Ashley Knox	<a href="mailto:dgeroux@oswego.org">dgeroux@oswego.org</a> <a href="mailto:aknox@oswego.org">aknox@oswego.org</a>
Inclusive Club	Leah Sweeney	<a href="mailto:lsweeney@oswego.org">lsweeney@oswego.org</a>
Intramurals	Samantha Spaulding	<a href="mailto:sspauldi@oswego.org">sspauldi@oswego.org</a>
National Junior Honor Society	Sandra Brown Clare Donovan	<a href="mailto:cdonovan@oswego.org">cdonovan@oswego.org</a> <a href="mailto:sbrown@oswego.org">sbrown@oswego.org</a>
Orchestra	Brian McIlroy	<a href="mailto:bmcilroy@oswego.org">bmcilroy@oswego.org</a>
Student Council	Amy O'Dell Deb Geroux	<a href="mailto:aodell@oswego.org">aodell@oswego.org</a> <a href="mailto:dgeroux@oswego.org">dgeroux@oswego.org</a>
Tech Club	Eric McCrobie	<a href="mailto:emccrobi@oswego.org">emccrobi@oswego.org</a>
Wrestling Club	Mike Howard	<a href="mailto:mhoward@oswego.org">mhoward@oswego.org</a>
Yearbook Club	Erin Platten Bryan RaPray	<a href="mailto:eplatten@oswego.org">eplatten@oswego.org</a> <a href="mailto:brapray@oswego.org">brapray@oswego.org</a>



## **Part IV – Discipline and Code of Conduct**

### **Student Conduct and Discipline**

The Oswego City School District believes that the relationship between staff and students should be one of cooperation, understanding and respect.

Students shall be expected to respect staff members as individuals, employed to provide direct or indirect contributions to learning. No student shall have the right to interfere with the efforts of the instructional staff to coordinate or otherwise implement a learning program. No student has the right to interfere with the learning activities and efforts of other students. The OCSD Code of Conduct is linked here.

### **[OCSD Code of Conduct](#)**

Oswego CSD supports, accepts, and appreciates our diverse community of learners. With a student-centered mission, we believe that discipline can be a teaching and learning opportunity for both staff and students. Our objective is for each student to be in class and engaged in learning. When a negative behavior or conflict arises, a strategy of teaching positive behavior is the end goal. In this way, we will support students to learn from mistakes, consider all points of view, and help them discover and implement more appropriate ways to deal with conflicting situations. This ideal supports our District's Vision. This will help ensure a positive school community and can help foster positive connections throughout the academic and social experience.

Each student is expected to be responsible for his or her own behavior. The following rules of conduct, focusing on personal safety and respect for the rights and property of others, apply both in classrooms and throughout the school. Students who fail to meet these standards and violate school rules may be subject to appropriate disciplinary action and more regulated supervision.

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior, and action will be appropriate to the seriousness of the offense. The building administration will first review the student's disciplinary records and consider the circumstances which led to a violation of the school code before assigning an extreme penalty (such as a full-year suspension).

In addition to the school-wide code of conduct, each classroom teacher may have rules and procedures for you to follow.



## **Student Rights and Responsibilities**

Oswego students between the ages of five (5) and twenty-one (21) years old, or until the child receives a high school diploma, whichever comes first, shall receive a free and appropriate education. All students between six (6) and through the end of the school year that they turn sixteen (16) are required, by law, to regularly attend school. All students, regardless of ability or disability, are entitled to this education.

However, as long as due process of law requirements are met, a student may be removed from the classroom, suspended temporarily or suspended permanently from school. Only students within the compulsory education ages (six (6) through the school year in which the student turns sixteen (16) are entitled to alternative, equivalent instruction following suspension.

Students have all the rights afforded them by federal and state constitutions, statutes and regulations. The school reminds students that certain responsibilities accompany these rights.

It shall be the right of each student:

1. To be provided with an education that is intellectually challenging and relevant to the demands of the 21st century.
2. To learn in an environment free from interruptions, harassment, discrimination, intimidation, and fear.
3. To participate in district activities on an equal basis regardless of actual or perceived race, color, creed, national origin, weight, religion, religious practice, ethnic group, gender, disability or sexual orientation.
4. To be informed of all school rules.
5. To be guided by a discipline policy that is fairly and consistently implemented.

In addition, students in the district are afforded the following rights:

1. Student expression - Students shall be allowed the opportunity for the free expression of ideas, consistent with rights established by the federal and state constitutions. However, a student's freedom is subject to limitation, in that their constitutional protections will not extend to libelous, slanderous, vulgar, lewd, indecent or obscene words, or images, or to words or images which by their very use, incite others to damage property, to physically injure persons. Any assembly, or public expression, on school grounds, or at school activities that advocates the use of drugs or other substances that are illegal to minors, is prohibited. Furthermore, speech which materially and substantially disrupts the work and discipline of the



school may be subject to limitations.

2. Student activities - All students shall enjoy equal access to the extent of their capabilities, for participation in the various extracurricular activities and co-curricular activities sponsored by the District. The privilege of participating in such activities shall be conditioned upon appropriate conduct, as established by the Student Code of Conduct and any rules communicated specifically for participation in extra and/or co-curricular activities.
3. Student Government - Students are encouraged to participate in the various student governmental bodies which have been, or may be, established in our school. It shall be the duty of the student governmental body to establish reasonable standards for qualification of candidates to serve in offices of the government. Elections for student government shall be conducted in accordance with the principle of our democracy and elected student representatives shall work with the faculty, administration, and student body to identify cooperatively the areas of appropriate student responsibility. All student governmental bodies shall have a faculty advisor and shall be organized pursuant to a specific written constitution, which the students shall participate in formulating.
4. Student Clubs and Other Student Organizations - The district encourages students to participate in curriculum related extracurricular activity clubs and/or organizations. To the extent that the District authorizes meetings of non-curriculum related clubs or organizations, the same shall be subject to the constitution of the student government and shall be conducted in accordance with any applicable federal or state law, as well as the Board of Education policy or regulations.
5. Privacy Rights (Search and Seizure) - Students in attendance in our public schools are protected against illegal, or unreasonable personal searches, or seizures of their property by both the federal and state constitutions. In light of these protections, no student's person or property shall be searched for illegal substances or materials, unless the school authorities conducting the search have reasonable suspicion to do so. Lockers and desks assigned to students may be subject to inspection at any time by school officials since such places are not the property of the student, but rather are owned by the District and shared with the student.
6. Pregnant Students - The school will provide instruction to pregnant students in the same manner as instruction is provided to other students, unless the student's physician determines that the student is disabled and



certifies that the student requires home instruction.

7. Student Grievances and Complaints - If a student has a grievance or a complaint about a school-related matter, a school employee or other school official s/he may submit it, in writing, to the principal of the school who shall respond within ten (10) school days with a written answer or proposed resolution. Grievances, or complaints, may be appealed in writing to the Superintendent of School, if the principal's answer or proposed resolution is not deemed satisfactory by the student. The Superintendent of Schools shall respond to all grievances and complaints within a reasonable period of time following receipt of the written appeal document.
8. Video Surveillance - Video surveillance cameras may be used in school buildings in areas where there is no "reasonable expectation of privacy" and on school buses in order to assist the District to maintain student discipline, to safeguard facilities and property of the District, and for the safety of students, staff, and visitors while on District Property.

It shall be the responsibility of each student:

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. To respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined, through their actions and language.
3. To attend school every day possible and on a punctual basis.
4. To complete class assignments and other school responsibilities by established deadlines.
5. To show evidence of appropriate progress toward meeting course requirements.
6. To respect school property (e.g. lockers and Chromebooks) and help to keep it free from damage.
7. To obey school regulations and rules made by school authorities and by the student governing body.
8. To recognize that teachers assume the role of a surrogate parent in matters of behavior and discipline when at school, as well as during any school-sponsored activities.
9. To contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.
10. To become familiar with the Code of Conduct and seek interpretation of



parts not understood.

11. To actively discourage inappropriate behavior of other students and report the incident to the administration.
12. To use their own ideas, words, creations, and knowledge in completing examinations, projects, and reports. Students who cheat and/or plagiarize (use ideas or words of another without full acknowledgement or attribution) will receive an academic sanction, which may include a zero (0) on the assignment.

In addition, it shall be the right of each district student not to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his or her family;
3. Sex behavior and attitudes
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and comparable relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); without prior written consent of the student, if over 18 years of age, or without the prior written consent of the parent for those students under 18 years of age. However, such survey, analysis or evaluation may be conducted on a wholly voluntary basis, provided that the student and their parent/guardian have been notified of their rights and of their right to inspect all materials related to the above.

All instructional material, including teachers' manuals, films, tapes, or other supplementary instructional material to be used shall be available for inspection by the parents of the children.

## **Prohibited Conduct**

The following discipline code applies to the behavior of all students while they are on school grounds, in school buildings, and/or participating in school-sponsored activities. Serious violations of the district's code of conduct can result in an immediate hearing with the superintendent or board of education. A student may be suspended



from school or be subjected to another form of disciplinary action when he/she behaves in a manner which is;

1. Disorderly, that is;
  - a. Fighting or behaving violently
  - b. Threatening another with bodily harm
  - c. Intimidating students or school personnel
  - d. Making unreasonable noise
  - e. Using abusive language or gestures, including racial or ethnic remarks which are improper
  - f. Obstructing vehicular or pedestrian traffic
  - g. Creating a hazardous condition (firecrackers, throwing of any object, pulling a false fire alarm, using a lighter or other incendiary device)
  - h. physically offensive condition (prolonged hugs, kissing, fondling, or other sexually explicit behavior)
2. Insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student, or missing or leaving school without permission; or
3. Engages in any of the following forms of academic misconduct;
  - a. Plagiarism
  - b. Cheating
4. Engages in conduct in violation of Board of Education rules and regulations for the maintenance of public order on school property, including but not limited to:
  - a. Vandalism or any destruction of real and/or personal property (including graffiti or arson)
  - b. Theft
  - c. Tardiness
  - d. Missing or leaving school without permission
  - e. Truancy (the district will file a person in need of supervision (pins) petition for students who are chronic cases of truancy)
  - f. Possession/use/sale of drugs or alcohol
  - g. Possession of weapons or fireworks
  - h. Possession or use of tobacco/nicotine or tobacco/nicotine products
  - i. Gambling
  - j. Hazing
  - k. Parking illegally





A student is not permitted in any school building, other than the one that he/she regularly attends, without permission from the administrator in charge of the building. Should a student be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student.

## **Student Disciplinary Code: Penalties**

The range of penalties which may be imposed for violations of the student disciplinary code includes the following:

1. Verbal warning
2. Written warning and notification to parent/guardian
3. Lunch detention
4. Teacher assigned detention
5. After-school Detention
6. In-school suspension
7. Suspension from transportation
8. Suspension from athletic participation
9. Suspension from social or extracurricular activities
10. Suspension of other privileges
11. Exclusion from a particular class
12. Principal's Hearing
13. Suspension of five days or less
14. Superintendent's Hearing
15. Suspension in excess of five days

If a criminal offense has been committed (such as a false fire alarm, vandalism, or the use and/or possession of weapons) the police will be notified. All violations of the school discipline code and/or public law will be subject to disciplinary proceedings.

## **Student Suspension**

Refusal to obey the Oswego City School District Code of Conduct may result in suspension (either Out-of-School or In-School) and, if applicable, legal action. Length and type of suspension will be determined by a school administrator. Parents will be notified of the suspension in writing at their last known address. If possible, such notice will also be provided by telephone. **While serving an out-of-school suspension, a student may not come upon school grounds either during school hours or**



**for any after-school activity, on or off school grounds. Students violating this will be reported to law enforcement.** Students that are below NYS compulsory age who are suspended from regular instruction will be provided tutoring.

Students with disabilities will be disciplined in accordance with the procedures contained in federal and state law and their implementing regulations.

Following are some of the offenses that will result in a student receiving an out of school suspension:

#### **Alcohol**

Under the influence of and/or possession of alcohol will result in a **5 day out-of-school suspension and a possible Superintendent's Hearing.**

#### **Drugs/Drug Paraphernalia (including THC Vapes)**

Use and/or possession of drugs or drug paraphernalia, including all prescription and non-prescription drugs will result **In a 5 day out-of-school suspension and a Superintendent's Hearing.**

#### **Directing Profanity/Gestures at Faculty/Staff**

Profane and/or inappropriate language or gestures directed at faculty or staff members will not be tolerated. Any student found directing such comments/gestures at faculty/staff will be **suspended out of school for 3-5 days.**

#### **Fighting**

Any type of physical contact will be considered as a fight. All parties who engage in physical contact, regardless of who initiates that contact, will be disciplined. Discipline may range **from a 3 to 5 day out-of-school suspension, with a possible Superintendent's Hearing.**

#### **Videotaping Fights**

Recording a physical fight on a phone or in some manner that can be shared and promotes/glorifies violence may result in a **1-3 day out-of-school suspension.**

#### **Leaving School without permission**

Leaving school or school grounds without permission will result in a **1-day in-school suspension.**

#### **Smoking/Vaping (Nicotine)**

Use/or possession of any tobacco products or devices (i.e. e-cigarettes) will result in a **3-5 day out-of-school suspension at OMS.**



## Other Offenses

Students occasionally commit offenses that in and of themselves are not deemed severe enough to warrant an out of school suspension. Some of these offenses include, but are not limited to: late to class, skipping (cutting) class, leaving class without permission, leaving school without permission, some acts of insubordination, etc.

When a student accumulates 4 disciplinary referrals, they will be assigned 1/2 day of In-School Suspension unless the referral is an offense that warrants an out of school suspension.

When a student accumulates 8 disciplinary referrals, they will be assigned a full day of In-School Suspension. In the unlikely event that a student earns a 10th disciplinary referral, said student will be scheduled for a Principal's Hearing where they will be placed on a behavioral contract where the consequences for future disciplinary infractions will be outlined, and support will be put in place to alleviate further repetitions of behaviors.

## Corporal Punishment

Consistent with regulations of the Commissioner of Education which prohibit corporal punishment, the Oswego Board of Education affirms that corporal punishment is not a desirable method of enforcing decorum, order or discipline. The Board therefore prohibits the use of corporal punishment by district employees.

1. No teacher, administrator, officer, employee or agent in the district shall use corporal punishment against a student.
2. As used in this section, corporal punishment is defined as the use of physical force for the purpose of punishing a student, except as otherwise provided in subdivision 3.
3. In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:
  - to protect oneself from physical injury
  - to protect another student or teacher or any other person from physical injury
  - to protect district property or the property of others



- to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of district functions if that student has refused compliance and is still defiant/disruptive.

## **Investigation of Complaints**

Any complaint regarding student behavior towards another person in the school shall be submitted in writing to School Administration. The Assistant Principal/Principal will investigate the complaint, interview necessary individuals, and notify families as needed of the complaint and resolution of the complaint. If disciplinary action is necessary, consequences will be issued in accordance with the OCSD Code of Conduct.

If there is an allegation of corporal punishment being used, the student should submit a written complaint to the Principal. This written complaint will be forwarded to the School Attorney within seven (7) days. The principal will investigate the complaint to determine whether an incident actually took place, and if so, to determine the identity of the person or persons who administered the punishment, the identity of the student or students punished, reasons for the action and any other relevant facts or circumstances. Results of this investigation will be forwarded to the School Attorney upon completion of the investigation.

## **Weapons in School**

The possession of any type of weapon or object intended to be used as a weapon which poses a danger to the safety and welfare of others is prohibited. The possession of weapons, including mace or pepper spray, will result in disciplinary action up to and including suspension from school. All such weapons will be confiscated and the police notified if appropriate.

## **Suspension of Students Possessing Weapons/Firearms**

Any student found guilty of bringing a weapon(e.g. a knife, box cutter) or firearm onto school property shall be excluded from school for a period not less than one calendar year, provided that the Superintendent of Schools may modify such suspension requirement on a case-by case basis in accordance with applicable federal and state laws, rules and regulations, and after affording the student due process pursuant to section 3214 of the Education Law.



A “firearm,” as defined in section 921 of Title 18 of the United States Code, includes (a) any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.

## **Drug and Alcohol Abuse**

The school is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell, or distribute alcohol or other substances, nor may he/she use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term "alcohol and/or other substances" including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also forbidden.

Additionally, the following persons are not permitted to enter school grounds or school-sponsored events: any person who gives any visible and/or physical indication that he/she has used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

Any substances found shall be taken immediately. The parent/guardian of the student(s) involved will be called and appropriate disciplinary action taken, up to and including permanent suspension. The district may bring legal charges against the student(s) involved, including a lawsuit. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

Additionally, students may be referred to Farnham as a means of support and assistance in handling the drug/substance use.

## **Searches**

School lockers, desks, and other such equipment are not the private property of students but the property of the school district, and as such may be opened and subject to inspection from time to time by school officials. This includes the use of Law Enforcement Dogs trained to detect illegal substances. Students are not permitted to share lockers with friends. Students will be assigned a locker for their exclusive use.



Under special circumstances, school officials may search students, particularly if there is reasonable suspicion and/or suspicious behaviors that a student possesses illegal matter, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

## **Smoking/Loitering On and Off School Premises**

Due to the health hazards associated with smoking, and in accordance with federal and state law, students are forbidden to use or possess tobacco and tobacco-related/nicotine products (also known as "smokeless" or "chewing" tobacco, e-cigarettes) on school premises, on school buses, or at school-sponsored activities. Students violating this policy will be disciplined using the range of penalties listed in the Code of Conduct, Penalties.

Loitering and smoking is not tolerated around the OMS campus. This means that students found loitering and/or smoking on the streets/corners directly around the OMS campus will face disciplinary consequences. These streets include Mark Fitzgibbons Drive, West 5th Street, and Murray Street. Student behavior on these corners has been embarrassing, inappropriate, contrary to our expectations as an educational institution and often results in several complaints from our neighbors concerning loitering, littering and damage to personal property. The Administrators at OMS hope that we can count on everyone's cooperation with respect to this issue.

## **Student Conduct on School Buses**

In order that the bus ride to and from school may be safe, the following rules must be observed:

1. Keep all noise at a low level
2. Keep hands, feet and all possessions to yourself
3. Obey the bus driver
4. Remain seated until the driver gives permission for you to leave.
5. Discipline problems will be referred in writing by the bus driver to the Transportation Supervisor. The penalty for continued misbehavior may range from suspension from riding the bus to suspension from school. All school rules apply while students are at the Bus Stop and riding the buses. All students riding school buses are expected to maintain good conduct at the Bus Stop and while riding the bus.



## Use of Electronic/Internet Enabled Devices

Electronic devices are devices including but not limited to:

- cell phones of all types including those that have photographic, videotaping and/or text messaging capabilities
- iPods & MP3 players, iPads, tablets, and other eReaders , laptops, notebooks, or any other personal computing devices
- wearable devices/smart wearables, including smartwatches and health wearables with a display
- headphones, headsets, or in-ear headphones such as earbuds
- any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending receiving text, audio, or video messages
- gaming devices, laser pens, as well as any other electronic devices that are disruptive to the educational process.

All electronic devices need to be turned off and out of sight in the Academic Settings where teaching, learning, and studying should be occurring. **At NO time is there photography, videography, or audio recording acceptable in the Academic and/or Non-Instructional setting unless specifically authorized by a building administrator and/or the classroom teacher.** Use of electronic devices are prohibited unless in use with **permission** from a classroom teacher or administrator for academic purposes. **If students bring an internet-enabled personal device, it should be placed in the “Cell Phone Locker” in the student’s homeroom.** Any electronic or internet-enabled device that is being used by a student or on their person without permission may be confiscated and held in the main office until a parent or guardian comes to school at the end of the school day/or next day to pick up the item. Failure to turn over any such devices to a faculty and/or staff member will result in disciplinary consequences.

*The school district is **not** responsible for any item that may be lost or stolen.*

## Bullying/Cyber Bullying/Anti-Harassment

The district is committed to safeguarding the right of all students within the district to learn in an environment that is free from harassment on the basis of sex, race, color, gender, gender identity, ethnicity, weight, religion, religious practice, disability, sexual orientation and national origin.

The Dignity for All Students Act amends Education Law to put in place



procedures for the creation of school environments free of discrimination and harassment. The law is effective July 1, 2012. Definitions of bullying and harassment are included below.

**Bullying** - A form of unwanted, aggressive behavior that involves a real or perceived power imbalance and that is repeated, or has the potential to be repeated over time

**Harassment** - The creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing. It also includes conduct, verbal threats, intimidation or abuse that reasonably cause or would reasonably be expected to cause a student to fear for his or her physical safety.

On school property and at school functions, the **law prohibits**:

1. Student Harassment by school employees or students on school property or at a school function. This prohibition extends to cyber bullying; verbal or written threats through an internet service such as e-mail, chat room, discussion group, instant messaging, or social networking sites on or off school property.
2. Student Discrimination by school employees or students based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, rape or attempted rape.

Examples of racial or ethnic harassment would include unwanted verbal comments; racial name calling; racial or ethnic slurs, slogans or graffiti; intimidating actions such as cross burning or painting swastikas; and treating students differently on the basis of race.

Any student who believes that he or she has been subjected to harassment should report the alleged misconduct immediately to the Main Office so that corrective action may be taken. Student complaint forms are available in the Main Office, in the Counseling Office, and electronically. In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any harassment, will promptly begin an investigation and take appropriate action upon learning the results of the investigation.



# Student Dress Code

Student dress codes should support equitable educational access and should not reinforce gender stereotypes. Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance.

Our values are:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

## Goals of a Student Dress Code

A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.



## Dress Code Policy

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students should be given the most choice possible in how they dress for school. Any restrictions must be necessary to support the overall educational goals of the school and must be explained within the dress code. Districts should set the student dress code and enforcement policies for their entire district and take steps to ensure that all schools in the district adopt and follow it.

The basic principle is that certain parts of the body must be covered for all students.

Students **must wear**:

- **shirt** (midriff must NOT be showing)
- **bottom** (shorts, pants, sweat pants, skirt, dress, leggings that cover the bottom)
- **footwear** (there may be activity specific requirements such as for sports or PE class).

The following items **may not** be worn:

- Hats, hoods, or head coverings except for religious, medical or safety purposes
- violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Hate speech( including racial or discriminatory language or images) , profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear or undergarments including bras
- Bathing suits
- Sunglasses
- Capes/flags/blankets
- Chains/spikes (anything that may be used as a weapon)
- Outside attire (coats, hats, gloves, etc.)
- Tails

\*These examples of clothing in these categories that are unacceptable include, but are not limited to the items listed above.



## **Dress Code Violations**

Students who do not adhere to the dress code may be provided with appropriate support, interventions, and possible disciplinary responses.

## **Fire Drills/Emergency Drills**

The principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures. Lock down drills will be conducted to ensure students know what to do in an emergency situation for their safety.

All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline, and may merit a penalty.

Any student who pulls a false alarm or falsely reports an incident to authorities will receive a 5 day out of school suspension and a Superintendent's Hearing. The district shall also cooperate to the fullest extent possible with law enforcement agencies.

Pursuant to the recommendations of the New York State Board of Regents, parents and guardians will be notified of the drills, and all drills will be conducted in a trauma informed manner. This means that excluding fire drills, all students, faculty and staff will also be notified that a lockdown drill is being conducted. Parents and guardians will be notified within a week before a lockdown drill is being conducted.



## **Part V - Athletics**

Athletics is a valued component of the educational opportunities available for our students. The life skills associated with participation in Athletics contribute to the achievement of The Oswego City School District's Vision.

The Oswego CSD Athletic Department home page is linked [here](#) for you to view schedules, sports offered in each season, and other pertinent information.

[\*\*Athletic Handbook\*\*](#)

[\*\*Physical Form\*\*](#)

[\*\*Family ID\*\*](#)

[\*\*Travel Release Form\*\*](#)

[\*\*After School Study Hall\*\*](#)

[\*\*Athletic Field Addresses\*\*](#)

[\*\*Athletic Calendar\*\*](#)

### **Buccaneer Boosters**

For more than 25 years the Buccaneer Boosters (a non-for-profit organization) has provided invaluable assistance to the sports programs within the district. The Booster's mission is to support and promote our student-athletes, coaches and the entire district's sports teams.

Over the years the Boosters have raised many thousands of dollars in contributions and reinvested it in the athletic department in numerous ways. Some of the notable contributions include (but are not limited to):

- New signage at Wilber Field and the Varsity Baseball Field
- New ATV for the Athletic Trainer



- New roof to the concession stand
- Sponsorship and running of an annual Sports Health Day
- New touchpads for the OHS Pool
- Sponsorship of the Oswego High School Athletic Hall of Fame
- Sponsorship of the seasonal Athletic Award Ceremonies
- Renovation of the OHS weight room
- Sound system, dumbbells, dumbbell rack
- Sponsorship and running of BucFest as part of Homecoming Week
- Sponsorship of the Softball Scoreboard

As with any Booster organization, fundraising is our lifeblood. Through the generosity of the Oswego Community, we have made great strides, but much work remains. We seek new, active members who are interested in helping shape the role of a district level athletic booster organization. Please volunteer your time and talents in support of Oswego Athletics.

## **[Buccaneer Boosters Web Page](#)**

## **Part VI - General Information**

### **Board of Education Attendance Policy**

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District has developed, and, if necessary, will revise a Comprehensive Student Attendance Policy to meet the following objectives:

- To increase school completion for all students;
- To raise student achievement and close gaps in student performance;



- c. To identify attendance patterns in order to design attendance improvement efforts
- d. To know the whereabouts of every student for safety and other reasons
- e. To verify that individual students are complying with education laws relating to compulsory attendance
- f. To determine the District's average daily attendance for State Aid purposes.

### **Description of Strategies to Meet Objectives**

The School District will:

- a. Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
- b. Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted District Policy Development Team that includes representation from the Board of Education, administrators, teachers, students, parents and the community. The District will hold at least one (1) public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy.
- c. Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.
- d. Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.
- e. Develop early intervention strategies to improve school attendance for all students.

### **Determination of Excused and Unexcused Absences, Tardiness and Early Departures**

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





- a. **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, student competitions at the state or national levels, military obligations or other such reasons as may be approved by the Board of Education.
- b. **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, obtaining learner's permit, road test, oversleeping).

A legal excuse written by a parent or guardian is required of all students who are late, have been absent or who wish to leave school early. For students who need to leave school early, the excuse must be brought in to the Main Office **prior** to the student leaving school. In the case of absence from school, a written excuse must be brought to the Main Office within **three school days** of the date of the absence.

*Parents should phone the Main Office (315-341-2253) in the morning when their student is going to be absent from school.*

### **Student Attendance Recordkeeping/Data Collection**

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

*Attendance shall be taken and recorded in accordance with the following:*

- a. For students in non-departmentalized kindergarten through grade eight (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds during a lunch period. Where students are dismissed for lunch, their presence or absence shall also be recorded after the taking of attendance a second time upon the student's return from lunch. For purposes of APPR and Teacher-Student Data Linkages (TSDL), classroom attendance for all students K-12 must be recorded on a subject basis for Teacher of Record Determinations.



- b. For students in grades 9 through 12 or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction.
- c. 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.
- d. In the event that a student at any instructional level from grades K through 12 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.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

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.

### **Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse**

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



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

### **Attendance Incentives**

In order to encourage student attendance, the District may develop and implement grade-appropriate/building-level strategies and programs including, but not limited to:

- a. Attendance honor rolls to be posted in prominent places in District buildings and included in District newsletters and, with parent/person in parental relation consent, in community publications
- b. Monthly drawings for prizes at each grade level to reward perfect attendance;
- c. Special events (e.g., assemblies, guest speakers, field days) scheduled on days that historically have high absenteeism (e.g., Mondays, Fridays, day before vacation);
- d. Grade-level rewards at each building for best attendance
- e. Classroom acknowledgment of the importance of good attendance (e.g., individual certificates, recognition chart, bulletin boards)
- f. Annual poster/essay contest on importance of good attendance
- g. Assemblies collaboratively developed and promoted by student council, administration, PTA/PTO and other community groups to promote good attendance.

### **Disciplinary Consequences**

Unexcused absences, tardiness and early departures may result in disciplinary sanctions as described in the District's *Code of Conduct*. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. 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 and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.



## **Intervention Strategy Process**

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated District personnel may pursue the following:

- a. Identify specific element(s) of the pattern (e.g., grade level, building, time frame, type of unexcused absences, tardiness or early departures);
- b. Contact the District staff most closely associated with the element. In specific cases where the pattern involves an individual student, the student and parent/person in parental relation will be contacted
- c. Discuss strategies to directly intervene with specific element;
- d. Recommend intervention to Superintendent or his/her designee if it relates to change in District policy or procedure;
- e. Implement changes, as approved by appropriate administration;
- f. Utilize appropriate District and/or community resources to address and help remediate student unexcused absences, tardiness or early departures;
- g. Monitor and report short and long term effects of intervention.

## **Appeal Process**

A parent/person in parental relation may request a building level review of their child's attendance record.

### **Building Review of Attendance Records**

The Building Principal will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

### **Annual Review by the Board of Education**

The Board of Education shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy and plan deemed necessary to improve student attendance.



## Community Awareness

The Board of Education shall promote necessary community awareness of the District's Comprehensive Student Attendance Policy by:

- a. Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation;
- b. Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and
- c. Providing copies of the policy to any other member of the community upon request.

**College visits:** Eleventh and twelfth grade students are allowed to make college visitations without the absence(s) counting toward the attendance policy. For colleges within 200 miles of Oswego, one day per visit is allowed. For colleges more than 200 miles away, two days per visit are allowed. Confirmation of a visit from the college admissions office must be submitted in order for a visit to be approved.

## Public Conduct on School Property

Oswego City School District expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the schools. The school will enforce a code of conduct which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic, and other programs.

No person, either alone or with others, shall:

1. willfully injure any other person or threaten to do so
2. willfully damage or remove district property
3. disrupt the orderly conduct of classes, school programs or other school activities
4. distribute or wear materials on school grounds which appear obscene, which advocate illegal action, discriminate against race, nationality or religion, appear libelous, disruptive to the school program or obstruct the rights of others
5. intimidate, harass, or discriminate against any person on the basis of race, color, religion, sex, age or disability



6. enter upon any portion of the school premises without authorization or remain in any building or facility after it is normally closed
7. obstruct the free movement of any person in any place to which these rules apply
8. violate the traffic laws, parking regulations or other restrictions on vehicles
9. possess, consume, sell, distribute or exchange alcoholic beverages controlled substances, or be under the influence of either on school property or at any school-related function
10. possess or use firearms and/or other weapons, including air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray in or on school property (except in the case of law enforcement officers or except as specifically authorized by the school district)
11. loiter on or about school buildings or ground
12. gamble on school premises
13. refuse to comply with any lawful order of an identifiable school district official acting in the performance of his or her duties
14. willfully incite others to commit any of the acts herein prohibited
15. violate any federal or state statute, local ordinance, or Board policy

\*Penalties: Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including reprimand, suspension, ejection, arrest, and or prosecution.

## **Accident Reports: Procedure**

“Accident report” forms are to be completed on any student and/or non-employed adult who is injured on school premises during school-related activities. The report should be completed by the school nurse or person rendering first-aid if the nurse is not available. One copy of the report is kept by the school where the injury occurred, one copy is sent to the Business Office, and one copy is sent to the Athletic Director's office.

When an injury requires treatment, an insurance claim procedure must be initiated. The parent should be provided with a claim form, as well as a parent information pamphlet when the nurse is made aware that treatment was required. An injury report should also be sent to the Director of Athletics by the nurse at this time.

When completed, the claim form should be submitted to the Director of Athletics by the parent.



In order to cut down on correspondence for the school as well as Pupil Benefits Plan, please try to remember these things:

1. Only injuries requiring treatment need be reported to the insurance company. You have 30 days to report a valid injury.
2. FOR INJURIES WHICH WERE NOT ABLE TO BE REPORTED TO THE ATHLETIC DIRECTOR'S OFFICE WITHIN 30 DAYS: submit injury report together with photocopy of your school accident liability report should same have been executed and dated within 30 days of the date of injury,

**OR:**

- Should your school accident liability report not have been executed and dated within 30 days, submit a statement of explanation as to the delay, and have the same signed by the coach/teacher, the student and the principal.
3. If you reported an injury and no treatment was required, please notify the office of the Director of Athletics prior to June 1, so files can be cleared.

## **HIV/AIDS**

The Board of Education recognizes, based upon the current state of medical knowledge, that there is no evidence that AIDS or HIV virus can be transmitted by casual social contact in the open school setting. Therefore, in accordance with state law and regulations:

- No student shall be denied the opportunity to attend school, continue his or her education or take part in school-related activities solely on the basis of being diagnosed as having AIDS or HIV infection.
- No student will be subjected to adverse or discriminatory treatment or stigma because he or she has been diagnosed as having AIDS or HIV infection.
- No disclosure of HIV-related information involving a student shall be made without first obtaining the informed consent of the parent or student.

## **Student Fundraising**

It is recognized that fundraising is the major source of money for student organizations. Neither staff nor students may be personally solicited during school hours (including lunch hours) in the building on school days before 2:30 p.m.





## **Student Fees, Fines and Charges**

Students are expected to exercise reasonable care in the use of school equipment and any damage done to library books, textbooks, lockers, chromebooks, or other school equipment due to misuse or negligence must be paid by them. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment which is damaged should be reported to the principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and student's parents will be expected to pay for such damage. State law (GOL 3-112) now permits parent liability for up to five thousand dollars (\$5,000) for minors between 10 and 18 that willfully damage or destroy school property.

