

Oriskany

CENTRAL SCHOOL DISTRICT

2025-2026
HIGH SCHOOL HANDBOOK



School of Innovation

oriskanycsd.org/hshandbook

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Dear Students and Parents/Guardians:

Welcome to Oriskany Junior/Senior High School! Our faculty and staff are excited to work with you to make the 2025-2026 school year productive, exciting and successful. Educational success for all students cannot be achieved without an effective partnership with parents/guardians. We look forward to working with parents as we work to accomplish our school goals.

This handbook serves as a guideline for students at the Oriskany Jr./Sr. High School and does not supercede the policy manual set forth by the Oriskany Central School District Board of Education. I encourage students and parents to review and familiarize themselves with the content of this handbook.

If you have any questions, please feel free to contact the main office at 315.768.2063.

Let's work together to make '25-'26 the best year yet! Oriskany Proud!

Sincerely,

A handwritten signature in black ink that reads "Mr. Andrew Kennedy". The signature is written in a cursive style with a large, prominent "K".

ORISKANY JR./SR. HS PRINCIPAL



Oriskany Jr./Sr. High School Calendar 2025-2026

September	1	Labor Day
	2-3	Superintendent's Conference Day
	4	First Day of Instruction
October	10	Superintendent's Conference Day
	13	Columbus Day
November	11	Veterans Day
	26-28	Thanksgiving Recess
December	22-Jan 2	Holiday Recess
January	19	Martin Luther King Jr. Day
	20-23	Regents Examinations
February	16-20	Mid-Winter Recess
March	20	Superintendent's Conference Day
April	3-10	Spring Recess
May	25	Memorial Day
June	16	Last Day of Instruction
	17-26	Regents Examinations
	26	Commencement

Oriskany Jr./Sr. High School

1312 Utica Street, Oriskany, NY 13424

Oriskany CSD Board of Education

Mr. Louis Ciotti, President
Mr. Jeffrey Kraeger, Vice President
Mrs. Michelle Anderson
Mrs. Michelle Gu
Mrs. Therese Hanna
Mr. Brian Judycki
Mr. Paul Piersma

District Administrators

Mr. Gregory Cuthbertson,
Superintendent of Schools

Mrs. Colleen Zumbrun,
Secretary to the Superintendent

Mrs. Michelle Tikalsky,
School Business Executive

Mrs. Susan Roberts,
Secretary to the School Business
Executive

Mrs. Catherine Murcurio,
Director of Special Programs
& Support Services

Mrs. Angela Pastor,
Secretary to the Director of Special
Programs & Support Services

Jr./Sr. High School Main Office

Mr. Andrew Kennedy, Principal
Ms. Rachael Jalowiec, Secretary

Athletic Director

Mr. David Buck

Office of Counseling and Career Services

Mr. Christopher Williams, Director
Ms. Brandi Bostic, School Counselor
Ms. Tammy Vaughn, Secretary

Social Worker

Mrs. Ariana Pratt

Nurse

Mrs. Maryruth Stopera

School Resource Officers

Mr. Wayne Griffith
Mr. Rick Szmurlo

Transportation

Mr. Eric Taylor

Telephone Numbers

Main Office: 315.768.2063
Office of Counseling and Career
Services: 315.768.2065
District Office: 315.768.2058
Bus Garage: 315.768.2060

Oriskany Jr./Sr. High School Faculty

Art

Ms. Mahanna

Business

Mrs. Musacchio

English

Ms. Cronauer

Mrs. LoCash

Mrs. Mulchy

Health and FACS

Mrs. Cortese

Mathematics

Ms. Bates

Ms. Jenks

Mrs. Millick

Mr. Vedete

Media Center

Mrs. Tamburino

Music

Mr. Salce

Physical Education

Mr. Murphy

Mrs. Pruckno

Science

Mrs. Mann

Mrs. Shepard

Mrs. Sciorilli

Mr. Weigandt

Social Studies

Mr. Clanton

Mr. Wimmer

Mr. Wojdyla

Spanish

Ms. Davidson

Mrs. Perez

Special Education

Mr. Bauer

Mr. Donohue

Mrs. Piersma

Technology

Mr. Lallier

Monitor

Mrs. O'Connor

Teaching Assistants

Mrs. Domenico

Mrs. Romano

OCS MISSION STATEMENT

"The mission of the Oriskany Central School District is to educate, engage, and empower students to excel in an ever-changing world. We are committed to our tradition of personal attention, positive relationships, and an innovative climate for learning."

Bell Schedules

Daily Schedule

	7:50 a.m.	Entrance bell
	7:57 a.m.	Warning bell
Period 1	8:00-8:45	Announcements
Period 2	8:48-9:29	
Period 3	9:32-10:13	
Period 4	10:16-10:57	
Period 5	11:00-11:41	Grade 9-12 Lunch: 11:00-11:30
Period 6	11:33-12:14	Grade 7-8 Lunch: 11:44-12:14
Period 7	12:17-12:59	
Period 8	1:02-1:43	
Period 9	1:46-2:27	
	2:27-2:55	Activity Period

Special Schedules

	ONE-HOUR DELAY	TWO-HOUR DELAY	EARLY DISMISSAL
Period 1	9:00-9:36	10:00-10:28	8:00-8:27
Period 2	9:39-10:12	10:31-10:57	8:30-8:55
Period 3	10:15-10:48	11:00-11:27	8:58- 9:23
Period 4	10:51-11:24	11:30-11:57	9:26-9:51
Period 5	11:27-12:02	12:00-12:27	9:54-10:19
Period 6	12:05-12:39	12:30-12:57	10:22-10:47
Period 7	12:42-1:15	1:00-1:27	10:50-11:15
Period 8	1:18-1:51	1:30-1:57	11:18-11:45
Period 9	1:54-2:27	2:00-2:27	11:48-12:15

Communication Chart

Chain of Command

Question About ...	1st Contact	2nd Contact	3rd Contact	4th Contact
Academics	Teacher	Counselor	Principal	Superintendent
Athletics	Coach	Athletic Director	Principal	Superintendent
Behavior/Discipline Issues	Teacher	Principal	Superintendent	Board of Education
Classroom Issues	Teacher	Counselor	Principal	Superintendent
Extra-Curricular Activities	Advisor	Principal	Superintendent	
Scheduling	Teacher	Counselor	Principal	Superintendent
Scholarships	Counselor	Principal	Superintendent	
Social Conflicts	Teacher	Counselor	Principal	Superintendent
Special Education	Teacher	Principal	Director of Special Programs & Support Services	Superintendent

ParentSquare

Our District utilizes ParentSquare to have better two-way communication with our families. ParentSquare will be used as the District's emergency alert and communication system, as well as our building level and teacher communication platform. We want to ensure that we have all of our contact information correct for our families. If any changes need to be made, please contact Tammy Vaughn at tvaughn@oriskanycsd.org. For more information regarding ParentSquare, please go to our website and review the ParentSquare channel on the main page.

Office of Counseling and Career Services

The Office of Counseling and Career Services is designed to help every student be successful in school and prepare every student to be college and career successful when they leave OCS. Every student is assigned a school counselor who will help him/her with any questions or concerns he/she might have. School counselors work with students individually and in groups to address academic, behavioral and social-emotional concerns as well as for college and career planning.

A Course Description book is available for all students in the Office of Counseling and Career Services. Students are encouraged to obtain a copy of this information to prepare for class selections.

Graduation Requirements

New York State Diploma Requirements Applicable to All Students Enrolled in Grades 9-12

Updated June 2022

Credit Requirements

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

English	4
Social Studies <i>Distributed as follows:</i> U.S. History (1) Global History and Geography (2) Participation in Government (½) Economics (½)	4
Science <i>Distributed as follows:</i> Life Science (1) Physical Science (1) Life Science or Physical Science (1)	3
Mathematics	3
World Languages	1 (**)
Visual Art, Music, Dance, and/or Theater	1
Physical Education <i>(participation each semester)</i>	2
Health	½
Electives	3 ½
Total	22

(** Students with a disability may be excused from the requirement for 1 unit of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate.

1.) Pathways

A student must either:

- earn the [Seal of Civic Readiness](#); or
- pass an additional Regents Exam or Department-Approved Alternative in a different course (English, mathematics, science, or social studies); or
- pass a Department-Approved Pathway Assessment (Arts, COOS, World Languages), or
- successfully complete a NYSED-approved CTE program, including the associated 3-part technical assessment; or
- successfully complete all the requirements for earning the [CDOCS Commencement Credential](#).

Beginning in fall 2022, a select number of NYS schools will pilot the [Individual Arts Assessment Pathway \(IAAP\)](#), [Reference Multiple Pathways](#), and [Department-Approved Alternative Examinations](#).

2.) Traditional Appeals

All appeals are subject to local district approval. Reference: [Appeals, Safety Nets, and Superintendent Determination](#)

3.) Special Endorsements

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

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

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

Seal of Bilingualism: A student meets the criteria for earning the [NYS Seal of Bilingualism](#).

Seal of Civic Readiness: A student meets the criteria for earning the [NYS Seal of Civic Readiness](#).

Reference the [Endorsements and Seals webpage](#) or [NYS Diploma/Credential Requirements](#) for additional information related to awarding special endorsements to students with exam exemptions due to COVID-19.

4.) World Languages Exemption

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

5.) Superintendent Determination of a Local Diploma

Students with a disability who are unable to attain a local diploma through the various safety net provisions may be eligible for a Superintendent Determination of a local diploma under certain conditions. Reference: [Appeals, Safety Nets, and Superintendent Determination](#)

6.) Flexibilities due to the COVID-19 Public Health Emergency

Exemptions: Students granted an exemption from any exam due to COVID-19 are not required to pass such specific exam to meet the assessment requirements for any diploma type. Reference the following FAQs: [June/August 2020](#), [January 2021](#), [June/August 2021](#), and [January 2022](#)

Special Appeals: Eligible students may use lower scores (50-64) on Regents Exams taken during the 2021-22 or 2022-23 school year to meet the assessment requirements for any diploma type. Reference: [Special Appeals Memo and FAQ](#).

Special Determination: Students who are scheduled to graduate in June 2022 and either do not qualify for a Special Appeal or who are unable to participate in one or more required Regents Exam(s) because of illness, including isolation restrictions due to COVID, may request a Special Determination to Graduate with a Local Diploma in June 2022.

7.) Exemptions from the Regents Exam in US History and Government (Framework)

Eligible students shall be granted an exemption from the June 2022, August 2022, or January 2023 Regents Exam in US History and Government (Framework). Reference: [FAQ on Cancellation of Regents Exam in US History and Government \(Framework\)](#)

Graduation Requirements

Updated June 2022

Assessment Requirements

	Regents Diploma for All Students	Regents Diploma via Appeal for All Students	Local Diploma via Appeal for All Students	Local Diploma for Students with a Disability	Local Diploma via Appeal for English Language Learners
REGENTS EXAM or passing score on a Department-approved alternative	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams
English Language Arts (ELA)	1	65 ¹	1	55 ^{**}	1
Math	1	65 ¹	1	55 ^{**}	1
Science	1	65 ¹	1	55 ^{**}	1
Social Studies	1	65 ¹	1	55 ^{**}	1
Pathway (See note 1 on reverse side)	1 or CDOS Exam	65 ¹ if Regents Exam	1 or CDOS	55 ^{**} if Regents Exam	1 or CDOS
Compensatory Safety Net	Non-Applicable	Non-Applicable	Non-Applicable	Non-Applicable	Non-Applicable

Regents Diploma with Advanced Designation

Students seeking the Regents diploma with advanced designation must:

- Meet the credit and assessment requirements for a Regents diploma; and
- Pass **two additional Regents exams** or Department approved alternatives in **mathematics**; and
 - students seeking advanced designation must pass at least one Regents exam or Department approved alternative in both sciences (**one life and one physical**); and
- Complete a **sequence**:
 - earn an additional 2 units of credit in World Languages and pass a locally developed Checkpoint B World Languages examination, or
 - complete a 5 unit sequence in the Arts, or
 - complete a 5 unit sequence in CTE.

Assessment Combinations for Advanced Designation

Traditional Combination	Pathway Combination (other than STEM)	STEM (Mathematics)	STEM (Science)
ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science (1 life science, 1 physical science) = 8 assessments	ELA, 1 social studies, 3 math, 2 science (1 life science, 1 physical science), 1 pathway (other than science or math) = 7 (+pathway) or 8 assessments.	ELA, 1 social studies, 4 math, 2 science (1 life science, 1 physical science) = 8 assessments.	ELA, 1 social studies, 3 math, 3 science (at least 1 life science, at least 1 physical science) = 8 assessments.

* A student with a disability may appeal scores between 52 and 54 up to two Regents examinations in any discipline and graduate with the local diploma. Reference New York State Diploma/Credential Requirements: Local diploma for Students with Disabilities.

** In the event a student with a disability is unable to attain a passing score on any Regents examination, the student may be eligible for a Superintendent Determination of a local diploma. Reference Appeals, Safety Nets, and Superintendent Determination.

¹ English Language Learners seeking an appeal for a score of 55-59 on the ELA Regents Exam are only eligible if they entered the United States in grade 9 or after and were classified as an English Language Learner when they took the test the second time. Reference New York State Diploma/Credential Requirements: Local diploma for English Language Learners.

² The 4th mathematics examination can be selected from the list of Department Approved Alternative Examinations.

³ For the purposes of determining a student's diploma type, exemptions and Special Appeals should be considered passing scores. Both exemptions and Special Appeals may be applied to all diploma types.

Academic Grading and Reporting

Teachers prepare students with feedback through a variety of methods, including scores and written remarks. This feedback should help students understand areas of strength and areas for growth. If a student does not understand a score or comment, he/she should speak to the teacher directly.

There are four grading periods during the school year, and four progress report periods. Report cards will be sent at the end of each marking period. Progress reports will be sent in the middle of each marking period.

All course grades are measured in numeric form on a 100 point scale, except for Physical Education, which is Pass/Fail. Students will not receive a grade lower than a 50 for a marking period grade, but their progress will be reviewed and students may receive intervention or remediation services. A student may receive a score of Incomplete at the end of the marking period if his/her teacher requires more time to report a grade, based on extenuating circumstances. Incompletes should be converted to numerical grades within 10 class days after the end of the marking period, unless further extension is approved by the principal. All course grades are included for determining Grade Point Average (GPA), except for Physical Education.

Final grades for full-year courses are computed based on the following: Each quarter will constitute 21.25% of the final grade. Final exams (including Regents Examinations) will count for 15% of the final grade.

Final grades for half-year courses are computed based on the following: Each marking period will count for 42.5% of the final grade, and the final exam will count for 15% of the final grade.

Schedule Changes and Course Load

Students who want to withdraw from a course must obtain written approval from a parent/guardian. Students have two weeks from the beginning of the course to drop a course without additional approval. After two weeks into the semester, schedule changes require a completed Oriskany Jr./Sr. High School Add/Drop Form, which requires written approval by the teacher, parent, school counselor and principal.

Adding a course after it has begun will be at the discretion of the teacher, counselor and principal. Parental permission will also be required. This can only be done before the start of the fourth week of any courses or with the principal's recommendation.

It is expected that students will take a course load that is rigorous and will prepare them to meet graduation requirements. It is expected that students will not have more than 9 study halls within a 4 day cycle, unless approved by the principal.

Class Rank

The Board of Education wishes to recognize outstanding academic achievement and shall use a system of computing grade point averages to inform graduating students of their class standing. Such information may also be sent to prospective employers and post-secondary institutions.

Grades for all courses taken, except for Physical Education, will be computed to determine class rank. Any courses requiring work above commencement level, including Advanced Placement and college credit courses, will be weighted based on the chart below. Final class rank will be determined at the end of the first semester of senior year, for a total of seven semesters. The Valedictorian (highest GPA after seven semesters) and the Salutatorian (second highest GPA after seven semesters) will be determined at that time.

To be eligible for consideration as Valedictorian or Salutatorian, students must complete the final two years of education at Oriskany Jr./Sr. High campus. Grades from schools that use an alternative marking method will be converted by using the grade conversion chart.

A student who satisfies his/her graduation requirements in less than eight semesters of high school study will have his/her grade point average computed and a class rank will be designated. Students who elect to pursue an accelerated program of study shall not be discriminated against in the assignment of a rank in class and the corresponding selection of Valedictorian and Salutatorian. Students who are electing to pursue an early graduation should contact the Office of Counseling and Career Services in April of their sophomore year. Students who elect to participate in an approved alternative senior year program, such as a foreign exchange program or early admission to college, may be eligible for honors at the discretion of the Superintendent.

Weighting of Courses

Type of Course	
Advanced Placement	8 points added to each marking period grade
Dual Enrollment College Credit Courses	4 points added to each marking period grade

Honor Roll

There are three honor roll levels, which are posted at the end of each marking period. To be eligible, a student in grades 7-12 must have achieved an overall grade point average of 84-89.49 for the Honor Roll, 89.5-94.49 for the High Honor Roll and 94.5-100 for the Highest Honor Roll.

National Honor Society

The National Honor Society chapter of the Oriskany Central School District is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each November. Students in the 11th or 12th grades are eligible for membership.

For the scholarship criterion, a student must have a cumulative GPA of 90% on a 100-point scale. Those students who meet this criterion are invited to complete a Student Activity Information packet that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character and leadership. These forms and the Student Activity Information Packet are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain or exceed the same level of performance in all four criteria that led to their selection. This obligation includes regular attendance at monthly chapter meetings held during the school year, and participation in the chapter service project(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor.

Testing Program

The testing program at OCS is designed to assist students in making decisions about their high school plans and future career path. In grades 7-12, students are expected to take all New York State required exams in English, Mathematics, Science and Social Studies, as well as additional exams including the PSAT 10, PSAT, Pre-ACT, SAT, ACT, Advanced Placement and NYS Field Testing.

ACT & SAT Test Dates 2025-2026

Test Date	Test Given	Registration Deadline
9/6/25	ACT	8/1/25
9/13/25	SAT	8/29/25
10/4/25	SAT	9/19/25
10/18/25	ACT	9/12/25
11/8/25	SAT	10/24/25
12/6/25	SAT	11/21/25
12/13/25	ACT	11/7/25
2/14/26	ACT	1/9/26
3/14/26	SAT	2/27/26
4/11/26	ACT	3/6/26
5/2/26	SAT	4/17/26
6/6/26	SAT	5/22/26
6/13/26	ACT	5/8/26

Parent/Student Portal

Parents and students have the ability to track student progress online through the district's student management database. Parents have instantaneous access to homework status, quizzes, tests, etc. "Parent portal" request forms are available in the Office of Counseling and Career Services. Students and parents are encouraged to check their grades and assignments on a regular basis and contact the teacher directly with any questions.

Homework Procedures

The school acknowledges the educational validity of work assigned to students for completion outside the classroom as an adjunct to an extension of the instructional program of the schools.

If a student is absent, homework and assignments will be available upon the request of the student or parent/guardian. Students are encouraged to contact teachers directly through email, but parents may call the Office of Counseling and Career Services to request work. All requests should be made by 10 a.m.

Students are responsible for the work they miss when absent. It is the responsibility of the student to check with his/her teachers to determine what work needs to be made up after an absence. Students should follow individual teacher's policies on making up missed work.

After School Procedures

If students are taking the 3:00 p.m. late bus they are expected to be with a faculty or staff member from 2:27-2:55. Only students who are academically eligible and are currently playing a sport, are allowed to stay in the cafeteria. All students must sign in with a teacher or be in the cafeteria by 2:30 p.m.

Many classes or clubs will hold meetings from 2:27-2:55 on various days. When classes, clubs or after-school meetings are not in session between the times of 2:27-2:55, all instructors will be available in their classrooms, daily, to provide and assist students with academic support.

Attendance

Attendance:

Students are expected to be in school every day unless legal causes prevent his/her attendance. If a student is going to be absent, a parent/guardian should call the school nurse in the morning. If the school nurse is not called, then the school will contact parents either at home or work. A student must bring in a note outlining the details of the absence to the school nurse within 5 school days or the absence will become unexcused. A doctor's note is required for absences due to illness in excess of 5 consecutive days or may be required for 10 or more days absent for the school year.

Regular attendance is crucial for students to be successful. If a student has to miss classes, he/she is responsible to make a plan with each of his/her teachers upon his/her return to school. Students should follow their teacher's individual policies for making up missed work.

The following are considered legal excuses for an absence: illness, serious illness or death in the family, medical or dental appointments, religious observance, impassable roads, attendance in court, quarantine, college visits and any other absence deemed excusable by the building principal. The following are not considered legal absences: vacation trips, baby-sitting, hunting or fishing, working, job interviews, shopping, oversleeping or missing the bus.

As per BOE policy 8105, any student who misses 13 class periods in a semester class or 25 class periods in a year class, may be denied credit in that class regardless of the grade in the class. Students will work with administration to make up classes.

Tardiness:

Students are expected to be in school and in their classes by 8:00 a.m., which is when daily attendance is taken. If a student is not present in class at the 8:00 a.m. bell, he/she needs to sign in at the main office and receive a pass. Attendance at school is extremely important. Excessive tardiness will be subject to our progressive discipline systems highlighted in the Code of Conduct. If a student is tardy to school for an unexcused reason three or more times in a month, the student will be subject to a detention.

Dismissal:

If a student needs to be dismissed during the school day for a legal excuse, the student must bring a written excuse from his/her parent to the school nurse before the 8:00 a.m. bell. The student should sign out electronically in the main office at the time the note states. If a parent/guardian needs to sign a student out for a legal excuse, he/she must sign his/her child out electronically in the main office. If a student leaves school grounds without permission from a parent/guardian, disciplinary action will be taken.

Early Dismissal & Late Arrival Policy (Seniors Only)

Eligibility:

- Seniors must be on track for June graduation and classified as a senior.
- Must have an overall 80% average from junior year.
- Must be enrolled in at least 5.5 credits including PE.
- Must sign and return an Early Dismissal/Late Arrival contract.
- Academic eligibility is reviewed every 5 weeks; no failing grades or incompletes.

Guidelines:

- Only one period of Early Dismissal or Late Arrival per semester is allowed.
- Transportation is the student's responsibility.
- Students must:
 - Leave the building within 5 minutes of their last class or arrive no more than 5 minutes before their first class.
 - Enter and sign in through the main office only.
 - Not bring other students with them.
 - Remain in good academic and disciplinary standing.
 - Follow all school rules until they leave campus.

Consequences:

Privileges may be revoked for:

- Suspension (revoked for 3 weeks).
- 3+ illegal tardies or after-school detention in a month (revoked up to 1 week).
- Violations of school rules or handbook policies.
- Incompletes or grades below 65 (revoked until next progress/report card).

Important:

- Early Dismissal/Late Arrival cannot be used to drop classes.
- Students must complete all scheduled classes before or after the late arrival/early release.

Cheating/Plagiarism

Cheating in any area - from copying another student's homework to copying another student's answers on an exam - is unacceptable student behavior. In the long run, the student who cheats does not derive the full benefit of the learning experience. In the short run, certain immediate consequences have been spelled out.

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

Teachers are required to report any instances of suspected cheating or plagiarism to the principal, who will work with the teacher to determine a course of action. The teacher will call parent(s) to inform him/her of the incident and the consequence. Students will receive consequences based on the Code of Conduct.

In case of fraud on a New York State Regents Exam, students should be aware that these exams are governed by rules and regulations as outlined in a manual titled, "Regents Examinations and Competency Tests," 1986 Edition (p.12), published by the University of the New York, State Education Department.

Mobile Devices

A new NYS law now requires that personal Internet-enabled devices (such as smartphones, smartwatches, and tablets) not be used during the school day on school grounds unless permission is given. This helps students stay focused on learning.

When Can a Student Use a Device?

Use of personal Internet-Enabled Devices may be allowed only in specific cases, including:

- For educational purposes with staff or principal approval
- For medical reasons or emergencies
- If required by a student's IEP or 504 Plan
- For translation needs
- If approved by a school counselor or required by law

Students can use basic phones without internet access or school-issued laptops/tablets for instruction.

Storing Devices

Students must keep devices in their lockers and out of sight unless given permission by staff.

Violations & Consequences

1. 1st Offense: Device is taken and locked in the main office. The student picks it up at the end of the day. Parents are notified.
2. 2nd Offense: Same as above, plus a written referral and possible further discipline.
3. 3rd Offense: Device is returned only to a parent/guardian after a meeting with the principal.

Contacting Students During the Day

Parents who need to reach their child should call the school directly:

- Jr./Sr. High School: (315) 768-2063
- Counseling Office: (315) 768-2065

Students may also contact parents from a school-approved location with staff permission.

Please Note:

The school is not responsible for lost, stolen, or damaged personal devices.

Additional Reminder

No photography, videography, or audio recordings may be made at any time—especially without the expressed consent of the individual being recorded. Use of cellphones and other electronic devices is strictly prohibited at all times in restrooms and locker rooms.

Social Media & Electronic Device Policy

The internet, including social media, may not be used on school computers or resources for any of the following purposes:

1. Sexting – Sexting is prohibited by employees, students and Board members. Those determined to have engaged in sexting shall be subject to discipline and possible criminal prosecution in accordance with all applicable laws;
2. To carry defamatory, discriminatory or obscene material;
3. Pictures, videos, or any other type of recordings in bathrooms and locker rooms;
4. In connection with any infringement of another person's intellectual property rights (e.g., copyrights);
5. In a manner that violates the terms of any applicable telecommunications license or any laws governing the trans-border dataflow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);
6. In connection with any attempt to penetrate computer or network security of any computer or other system or to gain unauthorized access (or attempted access) to any other person's computer, e-mail or voice-mail accounts or equipment; or
7. In connection with the violation or attempted violation of any other law, rule, or regulation.

All violations will be addressed through the Code of Conduct. Failure to comply may result in disciplinary action including but not limited to suspension.

Student Chromebooks

All students in grades 7-12 will be issued a 1:1 Chromebook. Students and parents should reference the OCS Chromebook Handbook and User Policy, Agreement, and Protection Plan on the district website for further information on Chromebooks.

Video and Tape-Recorded Conversations

Students are prohibited from making any electronic or digital video or audio recording(s) of another student or adult in the school unless specifically related to the educational program or officially designated activity of the school. Students who act in violation of this policy may have their electronic devices confiscated and may be subject to discipline under the Code of Conduct and/or police action.

Student Dress Code

A student's clothing, jewelry, grooming and appearance shall:

1. Be safe, appropriate, and not interfere with the educational process.
2. Ensure that undergarments and/or underwear are completely covered by outer clothing.
3. Avoid extremely brief and revealing garments that are not appropriate for school. Clothing should cover the navel area, lower back, buttocks, and not

expose cleavage at any time. Strapless shirts, see-through shirts, shirts with deep cut-outs on the front and sides and short skirts/shorts are prohibited.

4. Include footwear at all times. Footwear determined by school officials to be a safety hazard will not be allowed.
5. Exclude "weapon jewelry," spikes, fish hooks, dog chains, choke chains, chains that hang from belts or pockets or other such things worn on the body that could injure one's self or others.
6. Exclude items that school personnel determine to be vulgar, obscene, libelous, or that denigrate others on account of race (including but not limited to hair texture or protective hairstyles), color, religion, ancestry, national origin, gender, gender identity/expression, sexual orientation or disability.
7. Exclude the endorsement of alcohol, tobacco, or illegal drugs and/or the encouragement of other illegal or violent activities.
8. Hoods and sunglasses are not allowed to be worn in school at any time. Hats are allowed as long as they are appropriate in nature and do not violate any other part of the dress code.

Club & Athletic Eligibility Policy (Grades 7-12)

Academic Eligibility:

All students must begin the school year academically eligible. The policy applies to students in grades 7-12. Academic progress is reviewed at every report card or progress report interval. Eligibility is determined by the Principal and Athletic Director, with final approval from the Director of Athletics.

If a student has:

1 failing grade:

1. Placed in a **1-week Academic/Athletic Intervention Program**
2. May practice and participate in athletic contests and club activities
3. Must complete all of the following:
 - Create a plan with the teacher of the failing course (e.g., make up work, extra help)
 - Follow and maintain the plan for at least two weeks
 - Use the **OCS Intervention Program Form** for communication
 - Remain eligible only if the plan is followed consistently
 - Final plan approval: **Director of Athletics and Building Principal**

2 or more failing grades:

1. Placed on **5-day Academic/Athletic Probation (Recovery Program)**
2. May **practice**, but may **not participate** in athletic contests, clubs or club events, school dances
3. Must complete all of the following:
 - Immediately create a plan with each teacher of the failing courses
 - Follow and maintain the plan for the 5-day probation period.
 - Use the **OCS Recovery Program Form** for communication.
 - Remain eligible for practices only during the 5-day probation.
 - Deviation from the plan results in **ineligibility**.

At the end of the 5-day probation:

- If passing all courses → Removed from Recovery Program.
- If failing one course → Moved to Intervention Program.
- If still failing two or more courses → Remain in Recovery Program & stay ineligible.
→ Will remain ineligible until failing fewer than two courses.

Additional Notes:

- Students who **do not submit recovery form** will be considered **ineligible**.
- Ineligible students may **practice**, but may **not** compete or participate in extracurricular activities.
- The **5-day probation period** begins the **Monday after** the progress report or report card is issued.
- Refer to the district calendar for progress/report dates.

Behavioral Expectations (“Good Citizenship Clause”):

- Students must demonstrate character, integrity, and professionalism at all times.
- Behavior that brings negative attention to a club, team, or school may result in disciplinary action, including loss of participation privileges.
- Decisions may be made by the coach, advisor, athletic director, and/or principal.

Physical Education Requirement (Student Athletes):

- Any student athlete who does not attend or participate in PE class may not practice or compete on that day.

Study Hall Procedures

1. Students should come to study hall prepared with all of their materials-books, homework, etc.
2. Electronic devices (cell phone, iPods, etc.) may not be used. Students are expected to bring and use their Chromebook during study halls to complete their work.
3. Study Hall is a QUIET place. Students should plan to work on assignments or read during study hall. No talking without specific permission for a specific purpose (for example, group project).

Leaving Study Hall:

1. A student on the Restricted List for failing 1 or more classes may not leave the study hall to go to the Media Center. A student on the Restricted List may leave to go to a teacher’s classroom ONLY with a pre-signed pass from that teacher.
2. Students with a pre-signed pass from a teacher with a specific reason may sign out of study hall to go to the Media Center. There will be a limit in each study hall for additional students to be able to leave to go to the Media Center.
3. Students must sign in/out on the Sign Out sheet whenever leaving the room.

School Lunch/Cafeteria

Students are expected to eat lunch in the school cafeteria, unless they have a pre-signed pass to go to a teacher. Students are to follow all directives from staff supervising the cafeteria. Students may not leave the cafeteria without permission from a staff member. Students may go to the gymnasium during lunch if there is a staff member present; students must go down the back staircase and straight to the gymnasium. Students are not to wander the halls during lunch. Any students who do not follow lunchtime rules may face disciplinary action.

Students are not allowed to have food delivered to school. To ensure students are not missing instruction, any other food or supplies that are dropped off during the day will stay in the Main Office, and students will be called to retrieve them in between periods.

Bus Transportation

Each student who is eligible for bus transportation is assigned to a bus by the transportation supervisor. Students should ride their assigned bus for both the morning and afternoon regular runs. Students requesting permission to ride another bus or be dropped off somewhere other than their normal stop must bring a note signed by their parent/guardian to the main office. The note will be verified by a phone call to the parent/guardian, if the note cannot be verified the student will not be able to change the bus drop off. This note will be signed and should be presented to the driver for the afternoon bus run. Emergency requests phoned in by parents/guardians are to be cleared by an administrator. The school bus is an extension of the school and all school rules apply as in the school building.

There will be a late bus at 3:00 p.m. daily for students who stay after with teachers or for detention. Students must obtain a bus pass from the staff member they stayed after with and present it to the bus driver.

Students must be picked up and dropped off at their designated locations on a consistent basis for the safety of our students. If a student must go to another location other than their authorized location, it will be the responsibility of the parent to find alternative transportation or follow the procedure outlined below.

1. The District allows parents to request transportation to alternate drop-off locations or to request alternate pick up sites (such as requesting a child be picked up by the bus at a day care provider) with advanced notice. Advanced notice must be made through a written request for all students PK-12. Alternate drop-off and pick-up locations for students must be made under the following time constraints: Notes for students enrolled in 7-12 grade levels must be received by 12:30 p.m., when the District has a planned early dismissal, all notes must be received by 10:00 a.m. for all students enrolled PK-12.
2. Notes not received by these timelines need principal authorization. Under no circumstances should parents/guardians call the school with changes in bus plans, except when unusual, emergency or unforeseen circumstances

arise. Callers will be required to provide information that substantiates the identity of the caller to ensure that student safety is a priority. Students will go home in the usual manner unless a written parental request indicates an alternate plan. A parent or guardian who has an emergency or unforeseen circumstance must contact the principal for transportation changes by calling the Jr./Sr. high school office at 315-768-2063.

3. Students who stay overnight at a friend's house will not be allowed to board their friend's bus without prior written notice and authorization from the parent of the student staying at the friend's house. In the unlikely event of an accident, if a child is not authorized to be on a specific bus route it creates a liability for the school district and bus driver.

Student Drivers

Driving to school is a privilege for upper-class students who hold their license or permit. All students who drive to school must complete the proper paperwork from the Main Office before parking on school property. Excessive, unexcused tardiness from student drivers will result in disciplinary consequences up to and including revocation of driving privileges.

1. 3 tardies - Warning
2. 5 tardies - Conference with Principal
3. 8 tardies - 1 week suspension of driving privileges
4. 10 tardies - Driving privileges suspended for the remainder of the semester
5. 15 tardies - Driving privileges permanently revoked

Student Vehicle Parking

All student vehicles must be legally registered. All unregistered vehicles, snowmobiles, dirt bikes and ATV's are prohibited on school grounds at all times. Unauthorized or illegally parked vehicles may be towed away at the owner's expense.

No student vehicles are to leave school grounds while school is in session unless permission has been granted by administration. Students are not to be in or go to their cars during school hours. Failure to comply with this rule may result in disciplinary action, including revoking parking privileges.

The speed limit on school grounds is 5 mph. Speeding or reckless driving on or around school property will result in driving and parking privileges being revoked.

The school is not responsible for damage, vandalism or theft of student vehicles.

The district retains the right to inspect student vehicles at any time without a search warrant, without notice and without student consent. Inspections may be conducted by authorized school personnel and/or law enforcement officials, and may be conducted with the assistance of drug-detecting dogs.

BOCES Students

The morning BOCES bus will leave the building at 8:10 a.m. and the afternoon BOCES bus will leave at 11:15 a.m. Students are not allowed to drive to BOCES unless permission has been granted by the building principal. Permission slips are available in the Main Office.

BOCES classes are from 8:30 a.m.-10:55 a.m. and 11:30 a.m.-1:55 p.m. If a student misses the BOCES bus, he/she should report to the Office of Counseling and Career Services, where other arrangements will be made. Upon returning to school, AM BOCES should report to the cafeteria for lunch and PM BOCES students should report to study hall (unless previous permission has been granted to leave school grounds). On days when BOCES has full-day classes but OCS has half-day classes, PM BOCES students are expected to attend.

If a BOCES student needs to miss OCS classes for a BOCES event, he/she must obtain permission from the OCS building principal 2 days prior to the event.

Off-Campus Conduct

Students, while off-campus during the school day and while attending extracurricular events, activities and sporting events, are held under all of the same expectations and rules of being in school, including the Code of Conduct. Students are expected to immediately report any issues or violations of the Code of Conduct to a teacher or administrator.

Dances

Attending school functions such as dances are a privilege. Students that misbehave in school or at other school functions may not be allowed to attend dances at the discretion of the building principal. Furthermore, all school rules and policies are in effect at these functions. Students must be in attendance at school on the day of the dance or the day preceding the dance (if it is on a Saturday) to be allowed into the dance, unless the building principal has granted such attendance due to extenuating circumstances.

Students who have ISS, ATSP or OSS may not attend any dances, athletic events or any school functions on that day. If you are suspended, either through ISS, ATSP or OSS, on a Friday, you are ineligible to attend any event until the following Monday.

Students placed on the ineligible list due to academic performance may not attend school dances until eligibility is regained.

Students are allowed to bring guests from other school districts if the necessary paperwork is completed, turned in on time, and approved by the building principal. Guests must be enrolled in a 9-12 school, or be a recent graduate of Oriskany Jr./Sr. High School, and must not be over 20 years of age. Any student guest who is not currently enrolled in school must submit a copy of his/her driver's license along with the guest pass.

Interscholastic Athletics and Eligibility

The interscholastic program includes the sports listed below. All students are welcome to tryout for these teams, provided they meet the physical and academic qualifications. Information regarding the sports program can be obtained by contacting the Athletic Director.

Fall

Cheerleading
Cross Country
Football
Gymnastics
Soccer

Winter

Basketball
Cheerleading
Ice Hockey
Indoor Track

Spring

Baseball
Golf
Softball
Track

Student Activities

A wide range of extracurricular activities are available to students. Students are encouraged to participate in one or more of these clubs and organizations. The times and locations that these clubs meet varies, so students are encouraged to listen to the daily announcements.

Announcements and Posters

Students' posters and announcements must be approved by the building principal before they are hung up. Approved documents will be initialed by the principal and may then be placed in designated areas. All approved items must be taken down by the individual or organization that hung them on the predetermined date.

Change of Address/Telephone

Please contact the Office of Counseling and Career Services if your address, email or phone number has changed. Residency within the boundaries of the school district is subject to verification by the school.

School Health Services

Students who become ill during the school day should report to the nurse. If there is a need to go home, the nurse will inform a parent/guardian and the student will be released from school with this knowledge and permission. If this procedure is not followed and the student leaves school without properly checking out, the student will be treated as truant. Only students requiring health-related assistance should be in the nurse's office.

All students who received injuries during the school day should report the injury to their classroom teacher and then be seen by the nurse. Injuries occurring at a school-sponsored activity outside of regular school hours should be reported to the coach or advisor in charge. AED defibrillators are available within the building.

Students may not possess any prescription or over-the-counter medicine during the school day, unless they are required to self-carry and have obtained permission from the school nurse. Parents/guardians should bring any prescription medication or over-the-counter medicines to the school nurse, along with a parental and prescriber authorization form that states the dosage and frequency of administration rate. This form must be signed by a parent/guardian and the physician. Students must take this medication in the presence of the nurse. Any student who possesses any prescription or over-the-counter medicine will face disciplinary action.

Under New York State Public Health Law and the New York State Education Department Law, the Oriskany Central School District requires the immunizations listed in the 2019-2020 School Year New York State Immunization Requirements for School Entrance/Attendance Chart. The exemption stated in the law is: certification from a physician in New York State that one or more of the required immunizations may be determined.

Student Accident Insurance

If you are injured in an accident while participating in a school activity, there may be coverage for certain expenses under the school's Student Accident Insurance policy. Coverage is in excess of your health insurance, pays up to 80% of usual & customary charges for services, subject to a \$250 deductible. Ask the school nurse for the claim form and instructions.

Visitors to the School

All visitors are to report to the Main Office and present picture identification/driver's license during regular school hours and must wear a visitor's pass while within the building. Visitors must sign in and out electronically in the Main Office. Students who attend other schools are not permitted as visitors during the regular school day, unless permission has been granted by the building principal. Visitors must comply with all of the school rules while on school property.

Hall Passes

Students who are in the halls during classes must be able to produce a white hall pass from a faculty or staff member. Failure to do so may result in a disciplinary referral.

Gym and Hall Lockers

All students in grades 7-12 are provided with their own hall lockers and gym lockers. Gym lockers should only be accessed before or after school and during physical education class. All lockers, locks, combinations and/or keys and other storage spaces are the exclusive property of the school, and students should have no expectation of privacy in these areas. Students are provided lockers to store school-related materials. Lockers are locked only to maintain privacy between students and to maintain ownership of property. The district retains the right to inspect student lockers at any time without a search warrant, without notice and without student consent. Inspections may be conducted by authorized school personnel and/or law enforcement officials, and may be conducted with the assistance of drug-detecting dogs.

Students should follow the following guidelines in regards to lockers:

- Keep your locker locked whenever you are not at it.
- Memorize your locker combination quickly.
- Do not permit other students to use your locker, even temporarily. Lockers are not to be shared. You are responsible for any materials within your locker.
- If you forget your locker combination, check with the Office of Counseling and Career Services.
- Do not leave valuables in your locker, even when it is locked.
- Do not leave personal belongings out in the gym locker room - lock them up!
- Use lockers instead of carrying everything in your bag.

Lost and Found

Lost articles should be brought to the Main Office. Unclaimed items will be donated to the needy at the end of the school year.

Security and Safety Video Surveillance

For reasons on enhancing the safety of our students and others on school premises, the use of video surveillance equipment is utilized on district property.

Safety Drills

We are required by law to have fire and lock down drills during the school year. The cooperation of the student body is imperative for the drills to be successful. Students should follow the directions of their teachers during all drills to ensure their safety.

Elevators

Students are only allowed to use the elevator with a medical note that has been reviewed by the school nurse. Students are allowed to take one other student with them on the elevator if they need assistance.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementation regulations, and the Commissioner's Regulations.

The district shall arrange to provide translations of the following notice to non-English speaking parents in their native language.

To Parents/Guardian(s), Eligible Students:

This section is intended to advise you of your rights with respect to the school records relating to (your son) (your daughter) (you) Pursuant to the Federal "Family Educational Rights and Privacy Act of 1974."

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or current behavior patterns.

Sexual Harassment Policy and Procedure

Federal and state laws protect students from sexual harassment by school employees (including teachers or staff members) and other students. The Oriskany Central School District's own policies also prohibit such sexual harassment.

Sexual harassment can include unwelcome touching, requests for sexual favors, and other remarks, of a sexual nature. Sexual harassment may occur when teachers or staff members withhold a benefit or offer a favor to a student, depending on whether they engage in the sexual conduct. Sexual harassment may also occur even without promising or withholding a benefit, if the harassment creates an intimidating, hostile or offensive environment for the student.

Some examples of conduct that can be interpreted as sexual harassment include

unwelcome touching, off-color language or jokes, sexual name calling, sexual gestures or sexting.

If any student feels he or she is a victim of such conduct, or if any student needs further information about this topic, they should contact the principal.

Detention

Any faculty member may assign detention to a student, to be held in the teacher's classroom, or detention may be assigned by the principal due to a disciplinary referral. Students are expected to follow directives from staff members while serving a detention, or another detention will be issued. If a student is absent on a day they were assigned detention, they are expected to serve the next school day.

In-School Suspension

Our Oriskany In-School Suspension program is a disciplinary method intended to keep students in the education setting and is an alternative to Out-of-School Suspension. ISS may be issued for a duration of one to five days depending on the infraction and the status of the student in the progressive discipline format as found in the District Code of Conduct.

Students assigned to this program will report to the main office in the morning. They will be supervised by a district employee, who will assist them with instruction. OCS teachers will send work to the ISS room for students to complete. If negative behavior persists in this program, more days may be added by the building principal, or the student may be suspended out of school.

The suspension assignment will not be affected by absences and will be reassigned if any of the days are missed. Any student serving an ISS could also be prevented from attending extracurricular activities.

Modified In-School Suspension

A student may be assigned modified ISS as a progressive discipline initiative due to a student management concern related to the OCSD Code of Conduct policy. Students in this program will be assigned to the ISS room for part of their academic day. Generally, this is used to address lower level student management issues. Students will often attend academic classes and be assigned to the ISS room for study halls/lunch detention (30 minute lunch to be served in the ISS area) and/or other times from their schedule.

The suspension assignment will not be affected by absences and will be reassigned if any of the days are missed.

Out-of-School Suspension

The building principal can suspend a student out of school for one to five school days. Students who are assigned Out of School Suspension (OSS) are prohibited on school grounds or at school functions until the morning of the school day they are set to return.

CODE OF CONDUCT

The Code of Conduct can be found in its entirety on the district website or in the Main Office. The following pages are crucial excerpts from the code. Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors on school property or attending a school function.

Dignity for All Students Act

The Dignity for All Students Act (DASA) effective July 1, 2012, specifically prohibits bullying, discrimination and harassment by school employees and students on school property or at a school function by school employees and students based on, BUT NOT LIMITED TO, actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex and any other legally protected status. Also included are provisions for reporting and intervening in cases of discrimination, harassment or bullying. Any related complaints should be brought to the attention of the building principal who also serves as the Dignity Act Coordinator (DAC) to assist in implementation of the DASA in each school building.

Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Have a safe, healthy, orderly and courteous school environment;
2. Take part in all District activities on an equal basis regardless of race (including but not limited to hair texture and protective hairstyles), sex, religion, national origin, gender (including gender identity or expression) or disability;
3. Attend school regularly and punctually and participate in school programs unless suspended from instruction and participation;
4. Have school rules and policies available for review when necessary and to be provided an explanation by school personnel if requested;
5. Be suspended from instruction only after their rights under Education Law 3214 have been observed;
6. Present their version of the facts and circumstances of any situation which may lead to disciplinary action to the professional staff member imposing such sanctions;

7. Follow personal standards of dress and grooming while avoiding items deemed to be unsafe or offensive to others;
8. Express their opinions verbally as long as that expression does not interfere with the rights of others or to disrupt normal school operations;
9. Learn in an environment free of discrimination and harassment based on actual or perceived race (including but not limited to protective hairstyles and hair texture), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender or expression) or sex;
10. Participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex; and
11. Have complaints about school-related incidents investigated and responded to.

Student Search and Seizure

Administrators are authorized to search students and their possessions (e.g., pocket contents, bookbags, handbags, etc.) should the circumstances arise, based upon reasonable individualized suspicion. In the event of search and seizure, administrators must at all times take great care in searching the person and personal effects of the student. Students will be asked to empty their pockets and otherwise comply with reasonable search requests. If a student refuses, the parents will be contacted. The police will be contacted in the event that a law enforcement search is required. The student will remain under direct supervision until the search.

Police in the School

District officials are committed to cooperating with police and other law enforcement authorities to maintain a safe school environment. If law enforcement seeks to interrogate or remove a student, the District is required to immediately contact the student's parents or legal guardians to arrange for their presence, if possible, or obtain their consent unless law enforcement has a warrant for the arrest of the student; has a court order authorizing the removal or interrogation of the student; or is investigating a possible crime and law enforcement determines either: a) exigent circumstances exist, b) there is an immediate threat of serious physical harm, or c) there is an emergency and immediate need for assistance.

Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to discipline.
8. Dress appropriately for school and school functions.
9. Accept responsibility for their actions.
10. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
11. Act and speak respectfully about issues/concerns.
12. Use non-sexist, non-racist and other non-biased language.
13. Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.
14. Use communication that is non-confrontational and is not obscene or defamatory.
15. Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.

Parent Responsibilities

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their child(ren) to school ready to participate and learn.
3. Ensure their child(ren) attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their child(ren) be dressed and groomed in a manner consistent with the student dress code.
6. Help their child(ren) understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their child(ren) understand the consequences of their actions.
8. Convey to their child(ren) a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their child(ren)'s friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Maintain a climate of mutual respect when dealing with school personnel.

Teacher Responsibilities

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group,

religion, religious practice, disability, sexual orientation, gender or sex, with the intent of strengthening students' self- concept and promote confidence to learn.

2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents: a) course objectives and requirements, b) marking/grading procedures, c) assignment deadlines, d) expectations for students, and e) classroom discipline plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Report orally to their principal, the Superintendent, or designee any incident of harassment, bullying, and/or discrimination that they witness or that is reported to them, not more than one day later; and file a written report not later than two (2) school days after the initial oral report.
8. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
10. Report possible incidents of child abuse per the Child Abuse in an Educational Setting Policy.

School Counselor Responsibilities

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
3. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
4. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's or staff member's attention in a timely manner.
5. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
6. Regularly review with students their educational progress and career plans Grades K-12.
7. Provide information to assist students with career planning (Secondary Only).
8. Encourage students to benefit from the curriculum and extracurricular programs.
9. Report orally to their principal, the Superintendent, or designee any incident of harassment, bullying, and/or discrimination that they witness or that is reported to them, not more than one day later; and file a written

report not later than (2) school days after the initial oral report.

10. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, with the intent of strengthening students' self- concept and promote confidence to learn.
11. Report possible incidents of child abuse per the Child Abuse in an Educational Setting Policy.

Principal Responsibilities

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, with the intent of strengthening students' confidence and promote learning.
3. Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.
4. Evaluate on a regular basis all instructional programs.
5. Support the development of and student participation in appropriate extracurricular activities.
6. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
7. Report to the Superintendent, or designee any incident of harassment, bullying, and/or discrimination that they witness or that is reported to them, not more than one day later.
8. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
10. Report possible incidents of child abuse per the Child Abuse in an Educational Setting Policy.

Superintendent Responsibilities

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national ethnic group, religion, religious practice disability sexual orientation, gender or sex, with the intent of strengthening students' confidence and promote learning.
3. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
4. Inform the Board about educational trends relating to student discipline.
5. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.

6. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
7. Process in a timely manner all reports of harassment, bullying, and/or discrimination, including insuring that an appropriate investigation is conducted and appropriate reports are made to law enforcement.
8. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
10. Report possible incidents of child abuse per the Child Abuse in an Educational Setting Policy.

Board of Education Responsibilities

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
4. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
5. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
6. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national ethnic group, religion, religious practice disability sexual orientation, gender or sex, with the intent of strengthening students' confidence and promote learning.
7. Report possible incidents of child abuse per the Child Abuse in an Educational Setting Policy.

Prohibited Student Conduct

Students are expected to behave in a respectful, responsible, and safe manner at all times. The best discipline is self-discipline, and students must accept responsibility for their actions and the consequences that follow.

Disciplinary actions will be fair and progressive, considering the student's age, behavior history, and the seriousness of the offense. Repeated or serious violations may result in more severe consequences, including suspension.

Students may face disciplinary action for behaviors including, but not limited to:

- Disorderly Conduct: Running, yelling, inappropriate language, or disrupting school operations.
- Insubordination: Refusing to follow staff directions, skipping class or detention.
- Disruption: Interfering with the learning environment.
- Violence: Fighting, threats, possession of weapons, or damaging property.
- Endangering Others: Harassment, discrimination, bullying, substance use, theft, lying, or unsafe behavior.
- Academic Misconduct: Cheating, copying, altering records.
- Bus Misconduct: Unsafe or disruptive behavior on school transportation.
- Inappropriate Use of Devices: Misusing phones, especially in restrooms or locker rooms.

Harassment, bullying, or discrimination based on race, gender, religion, disability, or other protected characteristics is strictly prohibited—whether on or off school grounds—if it disrupts the school environment or causes harm.

All consequences aim to support student growth while ensuring a safe and respectful school community.

Reporting Possible Violations

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

ORISKANY &
WESTMORELAND CENTRAL
SCHOOL DISTRICTS
ATHLETIC COMBINATION
HANDBOOK



School Information

Oriskany Jr./Sr. High School

1312 Utica Street
Oriskany, NY 13424

Director of Athletics:

Dave Buck
dbuck@oriskanycsd.org
315.601.0445

Jr./Sr. High School Principal:

Andrew Kennedy
akennedy@oriskanycsd.org
315.768.2063

Jr./Sr. High School Nurse:

Maryruth Stopera
mstopera@oriskanycsd.org
315.768.2061
Fax: 315.768.2046

Superintendent of Schools:

Gregory Cuthbertson
gcuthbertson@oriskanycsd.org
315.768.2058

Oriskany Board of Education:

Louis Ciotti, President
Jeffrey Kraeger, Vice President
Therese Hanna
Michelle Anderson
Brian Judycki
Paul Piersma
Michelle Gu

Westmoreland Jr./Sr. High School

5176NY233
Westmoreland, NY 13490

Director of Athletics:

Jerry Fiorini
gfiorini@westmorelandschool.org
315.557.2645

Jr./Sr. High School Principal:

Joshua Saxton
jsaxton@westmorelandschool.org
315.557.2616

Jr./Sr. High School Nurse:

Laura Martino
lmartino@westmorelandschool.org
315.557.2624
Fax: 315.557.2672

Superintendent of School:

Rocco Migliori
rmigliori@westmorelandschool.org
315.557.2601

Westmoreland Board of Education:

John Acee, President
Christine Calogero, Vice President
Steven Bulger
Heather Johnson
Paul Kulpa
Pamela Murphy
Denise Szarek

Reminders for Parents/Guardians and Student Athletes

- The “Parent Consent Form” within the Family ID Athletic Registration system is an agreement to all rules and standards of conduct.
- All practices are closed sessions. If a parent or guardian needs to meet with the coach, please schedule an appointment. The 24-hour rule is in effect. If a concern is raised, set an appointment with the coach at least 24 hours after the last practice or game.
- You may refer to www.nysphsaa.org and www.section3.org to become familiar with the rules and regulations of the New York State Public High School Athletic Association and Section III Athletics.
- Coaches must seek approval from the Athletic Director to hold Sunday practices. These practices may not begin before noon. Sunday practices will be presented to the student athlete as optional, and the coach may not punish an athlete for missing a Sunday practice. Communication with the athletic director should be made in advance when scheduling a Sunday practice.
- All student-athletes will be provided a locker during high school physical education class. The athlete is responsible for securing all valuable items in their locker. The student athlete should not hesitate to speak to the coach or Athletic Director if they have valuable items that they want the coach to secure during practices or games.
- All student-athletes will be required to return all school-issued uniforms and equipment at the end of each sports season. Suppose school-issued uniforms and equipment are not returned and are in usable condition. In that case, the parents/guardian will be responsible for the cost of replacement of any items not returned or returned in unusable condition. Failure to return all school-issued uniforms/equipment may result in ineligibility for the athlete’s next sports season.
- All student-athletes must create an NFHS username and password to access the NFHS Learn site <https://nfhslearn.com/>. All student-athletes will be required to complete athletic courses assigned by the Director of Athletics each sports season.
- All student-athletes will be required to complete one service project per sports season.
- Any student-athlete who does not attend Physical education class and participate will not take part in practice or competition that day.

The Oriskany & Westmoreland Central School District Athletic Mission Statement

The mission of the Oriskany and Westmoreland Central School District Interscholastic Athletic Programs is to foster the quest for excellence by creating an educational and competitive experience within an atmosphere of sportsmanship. Successful programs develop individual and team potential by promoting high competence, character, civility, and citizenship standards.

Competence: skill development, knowledge of game strategies, fitness, conditioning, and healthy behavior.

Character: responsibility, accountability, dedication, trustworthiness, fair play, and self-control.

Civility: respect, fairness, and caring

Citizenship: loyalty, commitment, teamwork, and role modeling

Sportsmanship Code of Conduct

The New York State Public High School Athletic Association requires officials to enforce all sportsmanship rules for athletes and coaches. We will not tolerate negative statements or actions between opposing players, coaches, and spectators, especially trash-talking, taunting, or baiting of opponents. If such comments are heard or actions are seen, a penalty will be assessed immediately. We have been instructed not to issue warnings during incidents of unsportsmanlike behavior. Let all contests reflect mutual respect. The consequences of unsportsmanlike behavior are severe and immediate.

*Remember, all criticism concerning athletic problems, players, or other coaches should be made to the Athletic Director in a private meeting.

*Any Spectator removed from any athletic event must meet with the Director of Athletics before attending the next event. The removed individual may be required to complete a sportsmanship course offered by NFHS Learn: <https://nfhslearn.com/courses/sportsmanship-2>. If such behavior continues, the individual can be suspended from attending any athletic events for up to one year.

*Parent and student-athlete sports questionnaires regarding the participation experience may be picked up in the High School Main Office or are available upon request from the Athletic Director. As of May 2023, the NYSPHSAA has put forth the following Sportsmanship Spectator Regulation:

Any negative, inappropriate, derogatory comments or actions that draw the direct attention of a supervisor or school administrator by a spectator or group of spectators are required to be addressed by the host school, Sectional, or NYSPHSAA representative in the following non sequential order, depending on the comments or behavior. This process is in place to ensure a safe and respectful environment for all participants:

- First warning- Directing the spectator or group of spectators to refrain from negative comments or actions.
- Second warning -A personal discussion with the spectators or group of spectators regarding the NYSPHSAA expectations and reminding them of the next step, removal from the game or event, will be utilized if the behavior continues.
- Removal from the contest -The spectator or group of spectators will be directed to leave the facility for the remainder of the game or event. If spectators or groups of spectators refuse to leave the game or event, play will be stopped until they vacate the premises.

Penalty for being removed from a game or event: Any spectator removed from a game or event will have a minimum penalty of completing the NFHS Parent Credential course or a one-game suspension before attending any interscholastic event. Once the course is completed, the spectator will provide a certificate of completion to the athletic department office. Schools are required to communicate with the offending spectator on the NYSPHSAA Sportsmanship Spectator Expectations. Depending on the severity of the behavior/comments or future disqualifications by the offending spectator, NYSPHSAA and the Section may get directly involved in the situation. {May 2023}

Good Citizenship Clause

Each student-athlete represents their team, school, and community. As a school, we expect that our student-athletes conduct themselves with character, integrity, and professionalism. Consequently, any behavior that brings embarrassment or negative attention to these groups may result in disciplinary action against the player as determined by the coach, athletic director, and principal. The coach, athletic director, or principal may deny student participation for a period of time due to inappropriate conduct as a team member. Examples of such misconduct include (a) insubordination, (b) obscene gestures, swearing, provocation, (c) fighting, (d) stealing, (e) horseplay, (f) tardiness to practice, (g) unsportsmanlike conduct (in addition to any league or section sanctions), (h) vandalism and (l) any form or misuse of social media in any form to bully or harass any other student, coaches and any other adult in OCS/WCS or any other school district. (J) There will be a ZERO tolerance policy regarding bullying, including cyberbullying (k), and any other disciplinary situations that may arise. (L) Student athletes must always act as good citizens in school and in public.

Team Try-Out Policy

- Coaches will have a well-planned rubric to assess and evaluate student-athletes. This rubric contains criteria allowing the coach to rank athletes and select the athletes for their team.
- The coach has the sole responsibility for selecting their team. Cheerleading may use judges to help evaluate the talent.
- The coach will post final "cut" lists after five days of tryouts.
- A 7th or 8th-grade athlete who has completed the Athletic Placement Process (APP) will receive a three-day try-out period (as per NYS PHAA mandate).
- Tryouts and practices are closed to the public for safety reasons.
- Any student-athlete who is academically ineligible or suspended for disciplinary action may still try out for an athletic team in the following sports season.
- The coach will provide the opportunity to meet with the student-athlete who did not make the team to provide guidance and encouragement on improving their skills.

Quitting A Team

- A player may voluntarily withdraw from an athletic team without penalty before the first contest. The student-athlete must state reasons for withdrawal to the Athletic Director and return all team-issued equipment immediately.
- Should a player quit the team after the first contest, the coach and Athletic Director must agree that the player's withdrawal from the team has satisfactory reasoning. If the player fails to provide a sufficient rationale, they will violate the rules and therefore forfeit the right to participate in their next sports season. This may be subject to an appeal to a school-selected appeals committee. The appeals committee will consist of the Athletic Director, Principal, and Superintendent.

Attendance Policy

- Any student-athlete who goes home sick from school cannot practice or play in a game on that day.
- A student must be in attendance for at least half a day, with a legal excuse, to be eligible to participate in practice or a contest.
- A student must provide proof of a legal excuse (as outlined in the student code of conduct) if they miss the school day and would like to participate in a practice or compete in a game on the same day. If the student-athlete is present for attendance and is legally excused, this athlete could participate in that day's contest or practice.
- Exceptional cases may be brought to the attention of the athletic director, who will then review the information with the Jr./Sr High School Principal and the student.
- Situations involving chronically absent or tardy students will be addressed, which could result in loss of practice or game time.
- Student-athletes are required to be on time for practices and games. Injured student-athletes are still required to attend practices and games even if they are sitting out.

Travel Policy

- During away contests, athletes must travel on school-provided buses. Any deviation must be with parental permission expressed personally to the coach in writing and approved by the director of athletics.
- Upon conclusion of an athletic contest, a parent/guardian may take their son or daughter home by completing the sign-out sheet provided by the coach.
- A parent/guardian who wishes to have their child ride home from a contest with another parent or family member must complete the "Parental Permission - Transportation" form on Family ID.
- Students traveling on the bus are reminded that they are representatives of the Oriskany and Westmoreland Central School Districts and are still under the expectations of their respective Code of Conduct.

Additional Information

- Register using Family <https://hello.familyid.com/>. All Physicals must be current to participate.
- Game & practice schedules are listed on Schedule Galaxy <https://www.schedulegalaxy.com/schools/77>.
- Stats for some sports are reported to High School Sports stats and sent electronically to the media after each competition. <https://highschoolsportstats.com/>
- Some teams will have additional guidelines for their teams
- Combined sports will follow the guidelines of the Host school and the school
- Students must be registered and approved in Family ID before attending sports
- All injuries must be reported to the Coach or the AD immediately. Once a player sees a physician and is taken out of sports or the gym, they cannot return unless released by the physician.
- Each team/coach will develop an Emergency Preparedness Plan. Athletic Directors will provide a template for the plan.

Disciplinary Policy

The following disciplinary policy is in effect as soon as the athletic season begins, the first day of tryouts for each sport.

Temporary Suspensions from Team (grades 7-12):

- An athlete serving an In-School Suspension (ISS) **must** attend and participate in practice. The student-athlete **WILL NOT PARTICIPATE in athletic contests** on any days that they serve ISS suspension. They will attend the game and support the team in **dress clothes**. If there are no athletic contests within the time frame, the student-athlete fulfills their ISS, and they will serve a one-game suspension at the next scheduled contest. If the student-athlete does not show up to practice or a game on the day of ISS, the athletic penalty will be served on the date of the next scheduled contest.
- An athlete serving an Out-of-School Suspension (OSS) is not allowed on school grounds and cannot attend a school-sanctioned event. If there are no athletic contests within the time frame, the student-athletes in OSS will serve a one-game suspension at the next scheduled contest.
- Any violation of the Good Citizenship Clause may result in loss of playing time or temporary suspension from the team.

Immediate Suspension from Team (grades 7-12): If sufficient evidence is provided to the school concerning:

- Possession or misuse of any substance with the intent to alter one's mood or performance.
- Smoking or possession of cigarettes, vapes, and tobacco products.
- Drinking or possession of any type of alcoholic beverages or illegal substances.
- Continued violation of the good citizenship clause.

The school district will take the following action:

- An individual reporting the violations mentioned above must do so by providing the school with a written report of the incident.
- If an athlete is found guilty of violating any of the rules above, a suspension from athletic participation will commence immediately following these steps:

Violation #1: Students will be suspended immediately from the team and miss 25% of the regularly scheduled contests for the season (i.e., if there are 20 contests planned for the season, the student-athlete will not be able to play for 5 of the contests in that season). The student-athlete is expected to attend and participate in all practices during the suspension and attend all games in dress clothes.

*Note: If the season ends and the student-athlete has not completed the entire suspension, the remaining contests will carry over to the next athletic season the student-athlete participates in.

Violation #2: Students will be suspended immediately from the team and miss 50% of the regularly scheduled contests for the season. The student-athlete is expected to attend and participate in all practices during suspension and attend all games in dress clothes.

Violation #3: Students will be suspended immediately from the team and referred to an athletic committee, where their record will be reviewed to determine further consequences. In this case, the athletic consequences may range from suspension from contests in the athlete's next sports season to a one-year suspension from all athletics.

** The student who committed the alleged violation and the parent or guardian shall be notified of the date and time of an informal conference with the athletic committee to discuss the alleged infringement.

Athletic Committee: An athletic committee consisting of a Principal (Chairperson), Director of Athletics, and the student's coach shall determine penalties for the violation.

The athletic committee reserves the right to use discretion in assigning consequences for severe infractions and/or violations of the law.

The athletic committee's decision shall be sent in writing to the Superintendent and the parent or guardian.

Return to Play Protocol for Concussions

The following protocol has been established by the National Federation of State High School Associations and the International Conference on Concussion in Sport (Prague, 2004). It has also been fabricated in a collaborative effort with the concussive experts within the greater Syracuse area and the Oriskany and Westmoreland Central School District Concussion Management Teams. As such, it is imperative to remember that the safety of the student-athlete is the primary concern of the Oriskany & Westmoreland Central School District. The information below is to be used as mere guidelines to be implemented immediately following a concussive event. It is **not to be considered all-inclusive or all-encompassing.**

For further reference, the Administration, district employees, the Athletic Director, coaches, medical professionals who serve the district and student families, nurses, parents, and athletes may refer to the New York State Education Department's Guidelines for Concussion Management in the School Setting." This document does an excellent job of spelling out the protocol for each of the above individuals who play a part in the Return to Play protocol, and who, in general, concern themselves with the safety of school student-athletes. The 'Guidelines' may be accessed electronically at: www.p12.nysed.gov/sss/schoolhealth/.../ConcussionManagementGuidelines.pdf

When a student-athlete shows signs and symptoms of a concussion or is suspected to have sustained a brain injury after an evaluation by competent medical personnel at the time of the incident, the following steps should occur:

1. The student-athlete **will not** be allowed to return to play in the current game or practice.
2. The student-athlete should be supervised for 24 hours, and regular monitoring for deterioration is essential over the initial few hours following the injury.
3. The parent must be notified of the injury and be advised of the concussion management procedures.
4. If the coach is with the student-athlete, the coach should notify the parents/guardians, athletic director, and school nurse.
5. Following the initial injury, the student-athlete **must follow up** with their Primary Care Physician or be evaluated by an Emergency Department within the first 24 hours.
6. When following up in the training room or the nurse's office, the student-athlete must have the initial evaluation filled out, signed, and dated.
7. Before returning to play, the athlete must visit the Primary Care Physician or Emergency Department Personnel for a second visit. The return-to-play criteria **must follow a medically supervised process.**

There are many risks to premature return to play, including a greater risk for a second concussion because of a lower concussion threshold, second impact syndrome, exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance. If there is any doubt whether or not a student-athlete has sustained a concussion, it shall be treated like a concussion.

1. While the student-athlete is still symptomatic, they must avoid re-injury (organized sports, physical education classes, recess, recreational activities).

2. They must also avoid activities that may cause physical or mental overexertion.
3. Depending on the symptoms, school days may be shortened, no tests taken, and reading assignments shortened (with the understanding that work would be made up later).
4. The best treatment is rest, relief (with medications), education, and accommodation.
5. Resist pressures to return to play too soon.

The cornerstone of proper concussion management is rest until the student-athlete is symptom-free. At this point, the progressive, graded program of exertion may begin. The athlete's history, duration of symptoms, and other factors must be considered (see attached Return to Play Protocol). The student athlete must pass through this graded progression before the athlete returns to sports. The program is broken down into **six steps; only one step is covered per 24-hour period**. The six steps involve the following.

Day 1: No exertion activity until symptom-free

Day 2: Light aerobic exercise such as walking, stationary bike, etc. No resistance training.

Day 3: Sport-specific exercises such as skating, running, etc.

Day 4: Non-contact training/skill drills.

Day 5: Full contact training in the practice setting (if contact/collision sport)

Day 6: Return to the entire competition.

If concussion symptoms recur, the athlete should return to the previous level and try to progress after 24 hours of rest. In addition, the student-athlete should also be monitored for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test. In most cases, full recovery is in 7-10 days. Risk factors for slow or incomplete recovery are prior brain illness or injury, learning disability, or a psychiatric disorder. Psychological complications such as depression, anxiety, or loss of self-confidence should be considered.

Eligibility Regulation for Extra-Curricular Activities

All students will begin each academic school year with their academic eligibility intact. The eligibility policy is effective for all students in grades 7 through 12. The student's progress will be evaluated during each progress report or report card reporting interval. The Director of Athletics will approve all decisions and plans.

A student-athlete who receives **one** failing grade will be placed into the one-week academic/athletic **intervention program**. Within this program, a student must:

1. Immediately create a plan with the teacher of the specified failing course to work to pass the system; this may include handing in missing assignments or receiving extra help after school, during a study hall, during lunchtime, or during practice time.
2. Adhere to, respect, and maintain this plan with the teacher for at least two weeks.
3. Use the OCS Intervention Program Form or Eligibility Card in the Westmoreland student agenda as a communication piece between the teacher, student, coach, and director of athletics.
4. Any deviation from this plan by the athlete could result in ineligibility.
5. All plans will have final approval by the Director of Athletics and the Building Principal.

A student within the **intervention program** will always practice with the team and participate in all athletic contests as long as the above-outlined program is attended.

A student-athlete who receives **two or more** failing grades will be placed on probation for five (5) school days.

1. This student must immediately create a plan with the teachers of the specified failing courses to work to pass them; this may include handing in missing assignments or receiving extra help after school, during study hall, during lunchtime, or during practice time.
2. Respect and maintain this plan with the teachers during the probation period.
3. Use the OCS Recovery Program Form or the Eligibility Card in the Westmoreland student agenda to communicate between the teachers, students, and coach.
4. Any deviation from this plan by the athlete could result in ineligibility.

A student in the **recovery program** will always practice with the team and participate in contests during the five-day probation period.

After the five-day probation period, the student will:

1. Be withdrawn from the Recovery Program if all grades are passing.
2. Move to the Intervention Program if the student is only failing one subject.
3. Remain in the Recovery Program if still failing two or more subjects. If a student is reported to be failing two or more subjects, that student will be placed on the ineligible list until they are no longer failing two or more subjects. If the student still fails one subject, the student will move to the Intervention Program.

Students who do not turn in an eligibility card or recovery form will also be considered ineligible. Ineligible students may practice but may not compete in games or participate in extra-curricular activities.

The five-day probation period begins on the Monday after the progress report or report card is issued. Please refer to the district calendar for progress reports and report card dates.

The Principal and Athletic Director shall make all eligibility determinations in the event of extenuating circumstances.

ORISKANY & WESTMORELAND CENTRAL SCHOOL

ATHLETICS ACADEMIC INTERVENTION FORM

Students participating in athletics are required to be in good academic standing. If a student athlete fails one subject at any progress report or report card reporting interval, they will be placed into the educational intervention program. The purpose of this program is for the school, teacher, and student to work together to be successful.

Within this program, a student must:

1. Create a plan with the teacher of the specified failing course to work to pass the course; this may include handing in missing assignments or receiving extra help after school, during a study hall, or at lunchtime, or during practice time.
2. Respect and maintain this plan with the teacher for at least two weeks.
3. Use the OCS Intervention Program Form or eligibility card (Westmoreland) to communicate between the teacher, student, and coach.

A student within the **intervention program** will always practice with the team and participate in all athletic contests as long as the above-outlined program is attended.

Student Name:

Sport/Level:

Date That Recovery Program Begins:

Subject 1:

Teacher:

Teacher Comments:

ORISKANY & WESTMORELAND CENTRAL SCHOOL

ATHLETICS ACADEMIC RECOVERY FORM

Students participating in athletics are required to be in good academic standing. If a student athlete fails two or more subjects at any progress report or report card reporting interval, they will be placed into the academic recovery program. Below are the steps and standards that align with the academic recovery program. The student-athlete will:

1. Create a plan with the teachers of the specified failing courses to work to pass the courses; this may include handing in missing assignments or receiving extra help after school, during a study hall, at lunchtime, or practice time.
2. Respect and maintain this plan with the teachers for at least two weeks.
3. Use the attached OCS Recovery Program Form or eligibility card (Westmoreland) to communicate between the teachers, students, and coach.

A student in the **recovery program** will always practice with the team. However, they will be ineligible to participate in contests if they are still failing two or more subjects after the 5-day probation period.

After the two weeks, the student will:

1. Be withdrawn from the Recovery Program if all grades are passing.
2. Move to the Intervention Program if the student is failing only one subject.
3. Remain in the Recovery Program if the student is still failing two or more subjects.

The initial two-week period of ineligibility begins on the Monday after the progress report or report card is issued. Please refer to the district calendar for progress reports and report card dates.

ORISKANY & WESTMORELAND CENTRAL SCHOOL
ATHLETICS ACADEMIC RECOVERY FORM

Student Name:

Sport/Level:

Date That Recovery Program Begins:

Subject 1: Teacher:

Teacher Comments:

Subject 2: Teacher:

Teacher Comments:

Subject 3: Teacher:

Teacher Comments:

Subject 4: Teacher:

Teacher Comments: