

# Welcome to ROME FREE ACADEMY

School Year 2020-2021

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## BUILDING PRINCIPAL

*Brian LeBaron, Building Principal – Phone 334-7202*

## ASSISTANT PRINCIPALS

Kelly Bowles..... All of Grade 10 ..... + 9<sup>th</sup> Grade (A-F)    334-7224  
 Emily Dodd..... All of Grade 12 ..... + 9<sup>th</sup> Grade (P-Z)    334-7204  
 Danielle Hess ..... All of Grade 11 ..... + 9<sup>th</sup> Grade (G-O)    334-7204

## GUIDANCE COUNSELORS

Grade	9	A-F	G-O	P-Z
		Maureen Nash	Kristin Frawley	Shelley Skibitski
	10	A-F	G-O	P-Z
		Mike Gzik	Ryan Tuggey	Jennifer Meisenhelder
	11	A-F	G-N	O-Z
		Maureen Nash	Kristin Frawley	Shelley Skibitski
	12	A-E	F-O	P-Z
		Mike Gzik	Ryan Tuggey	Jennifer Meisenhelder

Security Office -334-7272

### SCHOOL PSYCHOLOGISTS

Jill Caroli – 334-7217  
 Corinne Tudman – 334-7216

### SCHOOL SOCIAL WORKER

Courtney Spatto - 334-7239

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For Attendance call 334-7220

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Library/Media Center - 334-7282

SCHOOL TESTING CODE #334895

In case of emergency, contact your student's guidance counselor.

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## **A Message to Parents...**

Dear Parents,

What a wild ride of unknown circumstances it has been for the past 7 months. Everyone's head is spinning in circles so we are doing all we can to get as much information to kids and families as possible. I can only imagine how difficult this is on families and their children, so please know that the RFA family is here to support you and your children to provide the best possible academic school year as we begin classes online on Monday, September 14th.

It is important that as our students begin their course work online, they understand that the expectations are the same and although we are aware that this type of learning environment is not ideal, students are still requested to follow their schedule, log-in to their classes each and every day, complete all work assigned, and follow classroom expectations set forth by the classroom teacher.

It is our pledge to the families and students of the Rome Community to be patient, flexible, and understanding as we work together to support the kids. Kids and families are always the priority.

Please, if you have any concerns or questions, don't ever hesitate to call.

All my best to a terrific start to the 2020 school year!

The best of health to everyone!

Sincerely,

Mr. LeBaron  
Principal  
Rome Free Academy

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## **RFA student expectations...**

- Be on time for school and all classes.
- Keep your Handbook and student identification card in your possession at all times.
- Be respectful in look, actions and words. Be respectful of personal space and property.
- Headgear must be removed prior to entering the building.
- Appropriate or supervised use of electronic devices during school hours. (BOE Policy 7400)
- During school hours (7:30-2:00) only one ear may be covered with earbuds or headphones while in the hallways. (BOE Policy 7400)
- Attendance correlates with success; excuses will only be accepted up to three (3) school days following the absence.
- All students will be required to follow all social distancing rules and regulations, including the wearing of masks.

**2020-2021 ROME FREE ACADEMY PARENT COMPACT**

“Parent-School Compact: outlines how parents, the entire school staff, and teachers will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help the children achieve state standards.

**Our School Vision: Rome Free Academy students graduate with compassionate hearts and powerful minds.**

**The School agrees** to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:

- Hire highly qualified staff
- Provide sustained professional development
- Provide a curriculum and differentiated instruction

Provide parent with frequent reports on their children’s performance through:

- Progress reports and report cards

Provide parents reasonable access to staff:

- Staff members are accessible by telephone and e-mail to arrange for consultation
- Parent-teacher conferences are available upon request

Demonstrate professional behavior and a positive attitude

**The Parent/Guardian agrees:**

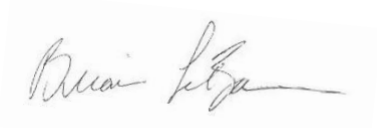
- Talk to my child regularly about the value of education
- Communicate with the school when I have a concern
- Make sure that my child attends school every day, on time, with homework completed
- Support the school’s discipline code
- Monitor my child’s progress in school
- Make every effort to attend school events, such as Open-House
- Participate in shared decision making with school staff and other families for the benefit of students
- Support the school in developing positive behaviors

**The Student Agrees:**

- Believe that I can learn and will learn
- Come to class on time, ready to learn, with assignments completed
- Set aside time every day to complete my homework
- Know and follow the school and class rules
- Regularly talk to my parents and my teachers about my progress in school
- Ask for help when I need it
- Show respect for myself, my school, and other people

**Signature Section**

We agree to work together, to the best of our abilities, as educators and parents to fulfill our common goal of providing for the successful education of our children.



\_\_\_\_\_

Principal

\_\_\_\_\_

Parent

Student

## **ROME FREE ACADEMY EDUCATIONAL PHILOSOPHY**

From its roots in the "Academy", Rome Free Academy has sought to develop the talent of each student who in turn contributes to the welfare of others. The democratic ideal that the individual, whose knowledge, interests, ideas and attitudes, finds fulfillment in human interaction is constantly pursued. The correlation of personal requirements and the public good remain indispensable to the continuance of a society with purpose and value.

Thoughtful curriculum development toward contemporary social needs and the employment of appropriate professional knowledge will enable Rome Free Academy to continue to provide students with the opportunity for learning and instill a desire for excellence. Students must be prepared to assume the responsibility for their academic, occupational and social development. The school must provide a wholesome and safe learning environment and employ modern instructional methodology to achieve its goals.

The following objectives clarify the Educational Philosophy of Rome Free Academy. Formal and informal instruction at Rome Free Academy should teach students to:

### **Academic Goals**

- Gain command of common integrating knowledge and skills that include basic competencies necessary to function in a literate society.
- Move away from fact-bound, memorized knowledge and toward reasoning, problem solving, theorizing, and ultimately, to a high quality of understanding.
- Strive toward a disposition to a lifetime of learning and inquiring, always aware of the need to adapt to a dynamic society.
- Be aware of the opportunity to exert some control and influence over their school environment.

### **Social Goals**

- Understand and internalize a system of ethical and moral values required for the maintenance of personal dignity.
- Understand the responsibility of citizenship in order to participate effectively in the political, social, economic, and legal system.
- Understand and practice culturally acceptable patterns of human relationships that include a tolerance for individual and cultural differences.
- Gain knowledge and appreciation of our society in terms of opportunities for creative expression, recreation, and self-determination.

### **Personal Goals**

- Maintain one's physical, mental and emotional health.
- Gain a personal awareness of one's potential and limitations in establishing career objectives.
- Gain occupational and/or academic competence that will assure fulfillment of the career plans upon leaving high school.

These goals should help us to prepare students to participate in a society that is honest in recognizing its problems, creative enough to conceive new solutions, and purposeful enough to put these solutions into practice.

## 2020-2021 BELL SCHEDULES

IN-PERSON		VIRTUAL	
Warning Bell	7:25		
1 <sup>st</sup>	7:30-8:14	1 <sup>st</sup>	9:00-9:30
2 <sup>nd</sup>	8:18-8:57	2 <sup>nd</sup>	9:35-10:05
3 <sup>rd</sup>	9:01-9:40	3 <sup>rd</sup>	10:10-10:40
4 <sup>th</sup>	9:44-10:23	4 <sup>th</sup>	10:45-11:15
5 <sup>th</sup>	10:27-11:06	5 <sup>th</sup>	11:20-11:50
6 <sup>th</sup>	11:10-11:49	6 <sup>th</sup>	11:55-12:25
7 <sup>th</sup>	11:53-12:32	7 <sup>th</sup>	12:30-1:00
8 <sup>th</sup>	12:36-1:15	8 <sup>th</sup>	1:05-1:35
9 <sup>th</sup>	1:19-2:00	9 <sup>th</sup>	1:40-2:10

ONE-HOUR DELAY		TWO-HOUR DELAY	
Locker Bell	8:15	Locker Bell	9:15
Warning Bell	8:25	Warning Bell	9:25
1 <sup>st</sup>	8:30-9:04	1 <sup>st</sup>	9:30-9:56
2 <sup>nd</sup>	9:08-9:41	2 <sup>nd</sup>	10:00-10:26
3 <sup>rd</sup>	9:45-10:18	3 <sup>rd</sup>	10:30-10:56
4 <sup>th</sup>	10:22-10:55	4 <sup>th</sup>	11:00-11:26
5 <sup>th</sup>	10:59-11:32	5 <sup>th</sup>	11:30-11:56
6 <sup>th</sup>	11:36-12:09	6 <sup>th</sup>	12:00-12:26
7 <sup>th</sup>	12:13-12:46	7 <sup>th</sup>	12:30-12:56
8 <sup>th</sup>	12:50-1:23	8 <sup>th</sup>	1:00-1:26
9 <sup>th</sup>	1:27-2:00	9 <sup>th</sup>	1:30-2:00

## ACADEMIC INFORMATION

This section is intended to provide students with academic information in very brief form. For a more complete explanation of curricular offerings and requirements, please refer to the R.F.A. Curriculum Guide. These guidelines are to ensure that students have the mandated credits to graduate.

### Requirements for a Regents Diploma

#### CORE Subjects

English	4 credits	Physical Education	2 credits
Social Studies	4 credits	Foreign Language	1 credit
Math	3 credits	Health Education	½ credit
Science*	3 credits	Art/Music	1 credit

\*(One Science must be Living Environment, one must be Physical Science)

Total of 22.0 credits are required, plus the following examinations:

#### Regents examinations must be passed in:

One Math Regents	minimum 65
One Social Studies Regents	minimum 65
ELA – English Language Arts	minimum 65
One Science Regents	minimum 65
One additional Regents	minimum 65

A REGENTS DIPLOMA WITH ADVANCED DISTINCTION may be earned if the student: Passes 3 Math Regents, 2 Science Regents, 2 Social Studies Regents, the ELA Regents and passes 2 years of Foreign Language.

Students who choose not to complete 3 credits in Foreign Language may substitute a 5-credit sequence in either Art, Music, Technology, Business or Occupational Education.

Except for extreme circumstances and with prior approval from the Principal, there will be no make-ups for final exams. Regents exams must be taken at the date and time designated by the State Education Department.

**FULL-TIME STUDENTS:** All students enrolled in Rome Free Academy must be full-time students. A full-time student is one who is enrolled in at least five courses plus physical education each semester.

#### **Exceptions:**

1. Repeating seniors will be permitted to enroll in fewer than five courses, provided fewer than five courses are needed to complete graduation requirement. THESE STUDENTS WILL LEAVE SCHOOL GROUNDS IMMEDIATELY AFTER LAST ASSIGNED CLASS.
2. Transfer students from outside the district, with written approval of the building principal, may be permitted to enroll in fewer than 5 classes.

**HOMEWORK:** Homework assignments support clearly-defined school and classroom objectives and are used to reinforce and enhance school experiences.

Homework should be assigned on the basis of student needs, i.e., in such circumstances as: (1) A need to broaden pupil understanding; (2) The need for reinforcing specific skills.

**REGENTS SCIENCE LAB PROCEDURE:** Students enrolled in a Regents science course must complete mandatory laboratory work at a satisfactory level as per New York State Regulations. Evaluation for the satisfactory completion of the laboratory requirement will be based on the student's performance during the lab, as well as the quality of written



reports, and the timeliness of their completion. Laboratory reports must be completed by the beginning of the next laboratory period in order to receive full credit. Laboratory grades may be used as part of the overall class grade.

If a student fails to perform a lab or complete the associated written report satisfactorily within any given marking period, the report card grade is conditional depending upon completion of the labs within 15 school days. The student will have 15 school days from the mailing of report cards to complete the missing work.

Notices to parents of outstanding labs will be completed and mailed at the end of any marking period.

**STUDY HALL:** Study hall attendance is regarded in the same light and considered as important as class attendance. Regarding study hall attendance students must report directly to study hall. Students with a Staff Destination Pass to go to the media center instead of study hall must report directly to the library and sign in on the appropriate attendance sheet. The media center is to be used for study and not simply to avoid going to study hall.

Students will:

1. Bring books and study materials.
2. Use the time for quiet study.
3. Sit in seats assigned by the study hall teacher.
4. Show the study hall teacher a pass before leaving.

Failure to comply with the reporting procedures, in the case of an absence, will be considered as a truancy.

**OFF-CAMPUS CLASSES:** Students taking classes at school sites other than RFA **MUST** use school bus transportation provided by the Rome City School District (i.e. **students may not drive to BOCES unless they have specific written permission by the building principal**).

### Entering and Dropping Courses

- A. **Entering a Course:** A student may not enter a course of instruction after the first fifteen days, or after the first five days of a skill/performance course (such as keyboarding).

Students transferring into the district having an equivalent course will not be considered as students new to a course but students continuing a course. These students may enter courses at any time with the counselor's approval.

- B. **Dropping Courses:** (*All students must have written parental permission.*) All students considering dropping a course must fill out a preliminary drop form with their guidance counselor **one week prior to the end of the 1<sup>st</sup> Marking Period. The dates are as follows: (11/9/20 for a full year course or first semester course and 3/19/21 for a second semester only course). Any student wishing to drop a course after the above deadlines are at the discretion of the building principal, as there are at times mitigating circumstances. Students will not be permitted to drop a course for a study hall. Students will not be allowed to drop any credit-bearing course for a course that does not align to graduation requirement.** A student who drops a course after the first thirty days of a semester course, or the first fifty-five days of a full year course, will have WP or WF entered on his permanent record card. WP will mean "withdrew while passing", WF will mean "withdrew while failing".

Students cannot be dropped from a science course due to incomplete lab hour requirements. Students enrolled in a Regents Science course may elect to be dropped from the course before November 8th. If it is determined by June 1st that a student is ineligible to take the NYS Regents Exam in any science due to insufficient lab hours, the student will be responsible to take a local final science assessment. This local assessment will be aligned to the same standards and rigor as that of the NYS Regents Science exam, but it may be given in different forms such as, but not limited to, a project or written assessment. The grade of this assessment will count as 1/5 of the final yearly average. Students enrolled in a Non-Regents Science course will take a common local assessment designed by the science department.

**\*No student will be allowed to have less than five (5) classes plus Physical Education.**

**\* No class can be dropped after November 8 for full year courses or March 6 for second semester half year courses.**

Vocational/BOCES students must have two (2) academic classes and Physical Education.

- C. **Course Level Changes:** (Written permission of parent and principal are required.) A student may not change from one level of instruction (that is school level/Regents level) to another level of instruction after thirty days of a semester course or fifty-five days of a full year course without the written permission of the principal.
- D. **Changing Courses or Scheduled Periods:** Course changes are to be made prior to the beginning of the school year and have an academic basis for change. After student schedules are distributed, student requests to change courses for the following reasons will not be honored:
- To have a different teacher (unless the student failed the subject with that teacher in an earlier year.)
  - To accommodate a job commitment/convenience
  - To provide for a late arrival
  - To accommodate an early dismissal
  - To accommodate a change in assigned lunch period (unless a change is warranted by/for a medical reason substantiated through the nurse or a doctor.)

**Grading Regulations:**

- Student's final average will determine whether you pass or fail a course.
- Passing will be 65%.
- For all courses, the exam score counts as 20% of the final course

**Report Card Grading:** Grade Reports are issued four times a year at 10-week intervals and are mailed home to parents. In addition, five-week progress reports are issued and mailed to parents. "Special Progress Reports" are available on request. The grade reports will carry number grades with an explanation of codes used appearing on the reverse side of the grade report. The grade report will also indicate absences in all classes. Passing will be determined by attaining a school mark of 65.

**Marking Period Dates**

Marking Period	Begins	Ends
1 <sup>st</sup>	9/14/20	10/16/20
2 <sup>nd</sup>	10/16/20	12/4/20
3 <sup>rd</sup>	12/7/20	1/29/21
4 <sup>th</sup>	2/1/21	3/19/21
5 <sup>th</sup>	2/22/21	5/7/21
6 <sup>th</sup>	5/10/21	6/25/21

Graduation – Saturday, June 26, 2021

**HONOR ROLL/MERIT ROLL:** High Honor Roll will be 94.95 to 100, Honor Roll will be 89.95 to 94.94 and Merit Roll will be 84.95 to 89.94. To be eligible, students must be full-time students at RFA (taking five (5) courses). Any student in a Pass/Fail course must be passing and may not have an incomplete.

**STUDENT TRANSFERS:** Awarding of grades and credit to students who have involuntarily been required to leave the Rome City School District because of military transfer or other permanent move prior to the end of a year course or a term of a course:

- Students who leave within 20 days of the end of a full year course or 10 school days of a half year course will be considered to have completed the course. The end of the course will be considered to be the last day of regularly

scheduled classes prior to school examination days. Students will be considered to not have completed the course if these conditions are not met.

- b. Teachers will award such students a grade for the marking period which will be computed in the average as is computed for other students.
- c. Students who qualify for having completed a course as stated above will have the option of having their year or term average (for full year and half year courses respectively) for the final exam or of taking a final examination prescribed by the appropriate department.

If an examination is requested, it will be acquired through the appropriate principal and scored by the student's regular classroom teacher.

**JANUARY EXAMINATION PROCEDURE:** Students who wish to be admitted to January examinations in full year (1 credit) subjects must meet the following requirements:

- a. The student must have completed the subject for the full length of time and have failed the course/examination previously or wish to raise his/her grade.
- b. The student must be currently enrolled in the specific subject failed or have been tutored for a minimum of 20 hours by a certified teacher during the current semester.
- c. The student's current teacher of that subject must affirm the student is currently enrolled in that subject and that the student has a reasonable chance of success. (The teacher in whose class the student is enrolled will score that student's examination paper.)

A list of January examinations offered at Rome Free Academy will be posted.  
All exam grades must be reported and claimed – NO EXCEPTIONS.

January examinations will be limited to only those examinations offered by the New York State Education Department and the appropriate locally developed examinations.

COMPLETE FORM WITH APPROPRIATE GUIDANCE COUNSELOR AFTER TEACHER SIGNATURE. Forms can be obtained from the Assistant Principal's office. All completed requests are to have final approval from your child's Assistant Principal.

### **STUDENT GOVERNMENT**

**Student Assembly Constitution:** Approval of all policies of the Student Association shall be vested in a REPRESENTATIVE ASSEMBLY of the STUDENT ASSOCIATION.

**Student Cabinet:** The STUDENT ASSOCIATION CABINET shall be composed of up to 30 members consisting of the OFFICERS of the STUDENT ASSOCIATION, FRESHMEN, SOPHOMORE, JUNIOR, and SENIOR Class Officers. In addition to these members, additional members representing various activities and interests of the student body may be nominated by the PRESIDENT ELECT FOR THE FOLLOWING ACADEMIC YEAR. These selections will be made during the month of May for the following year.

The CABINET shall formulate all policies of the STUDENT ASSOCIATION.

The VICE PRESIDENT of the STUDENT ASSOCIATION shall be the presiding officer of the STUDENT CABINET.

**Executive Board:** The EXECUTIVE BOARD of the STUDENT ASSOCIATION shall consist of the STUDENT ASSOCIATION officers and the Presidents of the Freshmen, Sophomore, Junior and Senior classes.

The EXECUTIVE BOARD shall conduct the daily business of the STUDENT ASSOCIATION and see to the execution of the policies.

**Officers of the Student Association:** The Officers of the STUDENT ASSOCIATION (President, Vice President, Treasurer and Secretary) shall be elected by the student body of the Rome Free Academy in May of each year for the following academic year. The qualifications for such officers shall be established as STUDENT ASSOCIATION POLICY.

**Duties of Officers:** The President of the STUDENT ASSOCIATION shall be the executive authority and the spokesperson for the STUDENT ASSOCIATION and the Rome Free Academy students. The President will make all appointments and see that all policies of the STUDENT ASSOCIATION are faithfully executed.

The Vice President of the STUDENT ASSOCIATION shall assist the President and assume the duties of the President in the absence of the President.

The Secretary of the STUDENT ASSOCIATION shall supervise all records and written communications of the STUDENT ASSOCIATION.

The Treasurer of the STUDENT ASSOCIATION shall keep records of the financial activities of the STUDENT ASSOCIATION.

**Removal from Office:** Any officer of the STUDENT ASSOCIATION or member of the STUDENT CABINET may be removed from office for cause by a 2/3 vote of the REPRESENTATIVE ASSEMBLY. Any such person so removed from office may be replaced upon nomination of the President of the STUDENT ASSOCIATION and the approval of the STUDENT CABINET. Students may also be removed at the discretion of the Building Principal.

**Advisor:** The Advisor to STUDENT ASSOCIATION shall be present for the conduct of any and all business of the STUDENT ASSOCIATION.

**Heat of Fusion:** What is Heat of Fusion? It is a special week when the winter sports have ended and the spring sports have not yet started. It has been a part of the Rome Free Academy tradition since 1988. It is the week to show your school spirit and prove which class is the best.

Activities are offered during lunch times and every day after school. The activities include, but are not restricted to: pie-eating contest, chess, checkers, obstacle course, dodge ball, twister, tug-of-war, ping pong, darts, pitch, 3-on-3 basketball, floor hockey, human checkers, snowman building contest and volleyball. The classes compete with other classes in each activity. 100 points is given to the winner, 50 to second place, and 25 to third. At the end of the week, the totals are added and the winner is the class with the most points. Varsity players may be limited in their participation in their respective sport.

If you want to challenge your favorite teacher, there are faculty versus student activities including volleyball and floor hockey.

Plans are developed before the Christmas vacation and continue to be organized through February. The Student Association is in charge of these activities and value students' input. There is a t-shirt design contest and prizes to the student with the winning design. Students need to order T-shirts before the events. Shirts need to be purchased and worn during the activity. It makes it easier to tell who is on which team and which team is winning. Students need to sign up for the activities outside the Activities Office. There are some activities for which you need to sign up with a partner, such as pitch and 3-on-3 basketball.

Listen to the announcements and look for the signs for the actual dates and times for each activity. The more you play, the more you win and the more fun you have. Hope to see you there!

## PHYSICAL EDUCATION 2020-2021

**Regular Physical Education Program:** This program offers a variety of lifetime sports, fitness and team sports programs. Students will be placed in PE by grade level in which grades 9/10 and 11/12 will be scheduled together. Additional Physical Education course offerings include Personal Wellness. Listed below are the necessary and required items for each course.

Listed below are the items needed for courses:

### 9-10 and 11-12 PE

- Lock for PE locker (do not share locker with a friend)
- Sneakers that lace and tie or have Velcro
- Shorts or Sweatpants (for hygiene purposes must be different from what they wore to school)
- T-shirt or sweatshirt (for hygiene purposes must be different from what they wore to school)
- Glasses strap if wearing glasses during PE class.
- Optional: Deodorant, soap, towel, cologne (NO GLASS CONTAINERS!)

### Personal Wellness

All of the above items plus,

- pocket folder
- 1 subject notebook

**Adaptive Physical Education Program:** An Adaptive program will be offered to students who are in need of a special class situation. This program will be tailored to meet the needs of the students. All students in the adaptive program will either have IEP's as written by the school system or have a medical condition supported by a written physician's statement indicating the nature of the injury or medical limitations as well as the duration of time the student needs to be in the adaptive program (without violating HEPA).

## Physical Education Program

### I. Course Expectations:

1. Acquisition of skill and ability to show proficiency in selected sport activities
2. Knowledge of the benefits derived from physical activity and wellness
3. Enjoyment and appreciation of physical activity
4. Regular participation in health-enhancing activities
5. Demonstrate responsible personal and social behavior
6. Demonstrate leadership and appropriate problem-solving behaviors

### II. Behavioral Objectives—Students are expected to:

1. Be present for class
2. Be punctual
3. Be prepared for activity
4. Participate to the best of his/her ability
5. Demonstrate respect for teachers, him/herself, other students and school property

## 2020-2021 PHYSICAL EDUCATION GUIDELINES

### **Physical Education Grading**

1. Grading in high school physical education will be based on a 100% scale. The grade will be reflected on the report card as a numerical grade for all students.
2. Students will be assessed in each unit based on a daily rubric for attendance, preparedness and effort during participation; a cognitive component and authentic skill assessments; all based on the NYS & NASPE Learning Standards in Physical Education.
3. When a student is present in class but chooses not to participate, those points cannot be made up. There is one exception; one unprepared class per marking period is allowed.
4. When a student is placed in ISS they are provided written assignments for the class period missed.
5. Students on OSS will have required written assignments, unless PE is provided at the Rome Tutorial Center.
6. Points lost from legal student absences may be made up. Students need to make arrangements for makeup within the marking period with their PE teacher.
7. Students (grades 9-12) need 2 credits of physical education to graduate. Each semester of physical education is equivalent to .50 credits.

### **Departmental Honors Procedure**

1. Departmental Honors are computed on the basis of seven (7) semesters. At least two (2) full semesters of work must have been completed at R.F.A.
2. School marks only are used.
3. Eligibility: A school mark average of at least 89.50 in a given department.
4. Units of credit required for eligibility:
  - \*(1) English - 3 1/2 units
  - \*\* (2) Science - at least 3 units; however, all science courses for which credit is awarded must be included in the computation. Health is included as a science course.
  - (3) All other subjects:
    - Art
    - Business
    - Foreign Languages
    - Technology Education
    - Math
    - Music
    - Occupational Education
    - Social Studies

At least 3 units; however, all courses for which credit is awarded must be included in the computation.

Exceptions:

- \* 3 units when all 1/4 credit courses must be taken during the 8th semester or when a student has accelerated.
- \*\* At least 2.5 units for students who are accelerated.

**College Level Courses:** The purpose of Advanced Placement Courses is to give students with exceptional ability an opportunity to earn college credit for work done in high school.

The Advanced Placement Program is administered by the College Entrance Examination Board (CEEB) which prescribes the curriculum and prepares and scores the final examination. The college to which a student is admitted determines if and how much credit is to be awarded. Advanced Placement courses should be selected by only those students who have the goal of college credit in mind. All students who take Advanced Placement courses are expected to take the Advanced Placement examination. School level or Regents final examinations will be given in June for all AP courses.

The following Advanced Placement Courses are offered at Rome Free Academy. Tests will be given in May at times set by AP, mornings and afternoons.

Biology, A.P.  
American History, A.P.  
Calculus, A.P.  
English Literature, A.P.  
Computer Science, A.P.  
World History, A.P.  
Physics, A.P.  
Chemistry, A.P.

Additionally, courses for college credit are offered at Rome Free Academy. They are as follows:

1. Syracuse University Project Advance (SUPA)  
SUPA English
2. Mohawk Valley Community College  
College Pre-Calculus (2 semester course - 1 semester, college)  
College Economics  
College Government  
Personal Finance  
Introduction to Business
3. Adelphi University  
College Spanish IV
4. Adelphi University  
College Italian IV
5. There are also articulation agreements between MVCC, Morrisville and Utica School of Commerce with RFA's business and Technology Departments.
6. RIT – Rochester Institute of Technology

**Placement Standard Honors Courses:** Students will be identified on the basis of Board of Education policy and administrative recommendations for placement in Honors courses. The expectations for their performance will be greater than that of their peers in the Regents courses. Once students are in Honors classes, they must maintain a minimum average of 85% with 85 or better on final exams.

## **NATIONAL HONOR SOCIETY SELECTION PROCEDURE**

Membership in the Rome Free Academy Chapter of the National Honor Society will be open to juniors and seniors attending Rome Free Academy. Only those students in the school the equivalent of one semester may be considered for membership.

The academic requirement set by the National Council is based on a student's cumulative grade point average. For determining academic eligibility weighted grades will be used.

In all cases, only those students who have a cumulative grade point average of 89.5 percent or equivalent standard of excellence meet the scholarship requirement for membership in the National Honor Society as established by the rules of the National Honor Society and the actions of the Rome Free Academy Faculty Council. These students are then eligible for consideration on the basis of leadership, service, and character.

Membership will never be considered on the basis of grades alone. Even though scholarship may be considered as the most important of the four criteria, selection of members solely on the basis of scholarship would be in violation of the Constitution of the National Honor Society and could result in the placing of the Rome Free Academy Chapter of the National Honor Society in jeopardy.

Students who are eligible scholastically will be notified and told that for further consideration for selection to the National Honor Society Chapter at Rome Free Academy, they MUST complete the Student Activity Information Form.

All faculty members will be invited to make comments on candidates. However, the actual selections will be made by the five appointed members of the faculty council.

The Student Activity Information Form letter will be reviewed by the appointed faculty council, along with any other verifiable information about each candidate. A point system will be used to evaluate candidates. The NHS governing rules clearly state that the building principal has the right to determine NHS membership. With that in mind, any items that come to the faculty council can be deferred to the building principal for final approval within the appeal process.

## PARTICIPATION IN EXTRA/CO-CURRICULAR ACTIVITIES

### Eligibility Procedure

For the 2020-2021 school year, eligibility status may apply to any athletic or extracurricular activity (i.e. athletic games, dances, formals, drama performances, clubs, etc.). Students should be academically eligible, have excellent attendance, and a good discipline history in order to participate in any extracurricular activities. Administrators have the right to use their discretion in regards to students attending extra-curricular activities.

A student who is failing two or more courses in any one reporting period (5 weeks) will be ineligible to participate in extracurricular activities. Failing is defined as any grade less than a 65%, a Withdraw Fail (WF), or Incomplete (INC).”

**Extra-Curricular Activities:** There are many clubs and organizations at Rome Free Academy. We urge you to check into the ones that interest you and find out more about them. Listen for announcements at the beginning of the year for organizational meetings of these clubs - their time, place, etc. GET INVOLVED!

### Student Activities and Programs

ACTIVITIES			
Art Club Audio Visual Club Band Club Bible Club Black History Club Block R Club Bookstore BSI Broadcast Chorus (Select Choir) Class of '21 Class of '22	Class of '23 Class of '24 De-O-Wain Sta (Yearbook) Economics, Personal Finance & Investment Engineering Club French Club Future Business Leaders Galleries Gay Straight Alliance Honor Society Interact Club Junior ROTC	Key Club Knight Spot Knight Times Marching Band Mock Trial Model United Nations Musical Strolling Strings Peer Leaders Recycling Club SADD	Science Club Select Choir Ski Club Spanish Club Speech and Debate Team Stage Band Student Association Travel Club Vex Robotics Winterguard YES Club



- **Art Club:** Beautification projects for the school including painting murals in the hallways and offices. Meet during activity periods and after school. Sign up with STASS and must have art talent.
- **Black History Club:** Interested in Black history and culture?
- **Bookstore:** Students who work in the bookstore.
- **BSI (Bureau of Student Information):** Students who do the daily announcements. This is done during first period and eighth period.
- **Chorus Club (Select):** This is rehearsal time for chorus members. Students must be in the assigned periods for chorus class. This group is by audition.
- **Class of '21, Class of '22, Class of '23, Class of '24:** Classes earn money to help with the expenses of the Junior Prom and Senior Ball. Meetings are called when needed.
- **De-O- Wain Sta:** The yearbook staff are the students who produce the Deo Wain Sta yearbook. They have lots of fun and learn many new things. If you are interested in joining the yearbook staff, you can fill out an application at the end of the year.
- **Drama Club:** Our club offers opportunities in all aspects of theater areas: acting, directing, stage scenery and design, business, publicity, and costumes to mention only a few. We present at least two productions a year. We learn a lot, have a great deal of fun and make lasting friendships. Join us!
- **Galleries:** Create a school magazine, collect and arrange art, stories, poetry, publish and sell. Classes in layout, photography, and computer.
- **Honor Society:** Inducted students satisfy requirements for scholarship, leadership and service. Students participate in community service projects.
- **Interact Club:** Service organization affiliated with the Rotary Club.
- **Key Club:** Service Organization affiliated with Kiwanis.
- **Knight Spot:** School store run by students in certain business classes. See your counselor.
- **Knight Times:** Student run and written publication. Six issues annually and distributed free to students and staff
- **Mock Trial:** Mock trial tournaments are interscholastic courtroom competitions. Student teams try cases in a real court setting. The purpose of Mock Trial is to further understand the law, court proceedings, and our legal system and to increase proficiency in basic life skills such as listening, speaking, reading and reasoning.
- **Musical:** audition in February
- **Peer Leaders:** Promote school spirit and volunteer in the community to promote better relations. Meet on demand of activities.
- **SADD:** Students Against Drunk Driving. Sign up with STASS.
- **Science Club:** Show connection between science and everyday life.
- **Spanish Club:** Promote cultural trips and activities that enhance the study of Spanish. Meet when needed. Sign up in Spanish class.
- **Speech and Debate:** Interscholarship tournaments. Compete in specific speech categories. Earn trophies and valuable experience. Sign up in Media Center.
- **STASS:** Student Association responsible for activities at RFA. Sign up for activities with STASS. See Ms. Fanelli.
- **Strolling Strings:** Adjunct to orchestra, rehearses after school and performs on many occasions.

## SCHOOL DANCES

Each student has to obtain a Parent Permission Slip prior to buying tickets to school dances. School Dances have certain expectations/rules including but not limited to:

- Administrators have the right to determine student eligibility for dances based on behavior and attendance. If a student has been determined to have been in severe breach of the code of conduct, then the administration has the right to deny student admittance.
- Students will not be allowed to buy a ticket to an event until the permission form is signed. Students need their current ID to purchase a ticket as well as to enter the event.
- No student will be admitted to events after 9 p.m.
- Parents will be notified if a student wants to leave the event before 10 p.m. The school district and staff will not be responsible for students who depart early.
- If a student is suspected of using or being under the influence of alcohol or an illegal substance, we will make every attempt to contact the parents, guardians, or emergency contacts. Please know that students could be administered an alcohol detection test at any school function. A student found using or under the influence of

alcohol or illegal substances will be in violation of the Student Code of Conduct and face the appropriate disciplinary action.

School dances are school functions, and as such, students are expected to dress and behave in ways that are appropriate for the school setting.

**Dance Rules:**

1. No bending over more than 45°, no squatting down to the floor
2. Feet must remain on the floor. No straddling legs or wrapping legs around another person or object. No dancing which could cause harm to one's self or others including, but not limited to, "slam dancing" or "moshing".
3. Respectable Dancing - No sexually suggestive, provocative or lewd dancing is allowed. Dancing that is inappropriate, overtly sexual in nature, or creates unsafe conditions is not allowed. No simulated sex acts (including, but not limited to, genital touching or pelvic thrusting).
4. All students will receive a wristband upon entering the dance. If a student violates the dance rules, the wristband will be removed. If a student violates the dance rules a second time, he/she will be immediately removed from the dance, without refund, and his/her parents will be notified. School personnel will make the final decision concerning appropriate dancing.

**STUDENT REGULATIONS**

**INSTRUCTION:**

**GUIDELINES FOR COMPUTER NETWORK AND INTERNET ACCESS**

The Rome City School District has a district policy in regards to the use of the District's computer network, the BOCES regional computer network, and the Internet. The complete policy is available at the District Office. Below is a summary of that policy and rules for appropriate use of the computers at RFA.

Computers are provided at RFA for the purpose of giving students the opportunity to conduct research, use software to complete assignments or to reinforce instruction, and to be able to communicate with others. In order to promote appropriate use of the computers at RFA, the following rules must be adhered to by all students.

- All students must use legally-acquired computer resources such as software, networks, and databases.
- District staff may monitor the use of the computers and the network by the students. This includes monitoring Internet sites used and created including examining all students' files.
- Students may not access or disseminate information that is illegal, defamatory, abusive, racially offensive, and/or adult-oriented.
- Students must abide by all copyright laws.
- Students may not alter the computer settings established by district staff.
- Students will not damage the computer systems. This includes writing programs that will infiltrate the computer system or damaging the computer hardware.
- Students may not access another user's files nor obtain the passwords of others.
- Students may not circumvent the district's computer security system.
- In order to limit the wasting of resources, students are only allowed to print school-related work. To monitor this, students must ask permission to print.

**Consequences for Violating the Rules**

- The District may terminate any student's access to the Network at any time, without prior notice. This is completely at the District's discretion.
- Suspected misuse of the network will be reported to the school principal. The principal will notify the parents and review the case. After reviewing the details of the case, the principal will make a recommendation to the Superintendent, who will determine the final disciplinary or legal action.

**PLAGIARISM/ACADEMIC HONESTY**

Students are reminded that RFA subscribes to the highest standards of academic integrity. Plagiarism or any other form of cheating will result in academic sanctions and disciplinary consequences. All research must be properly annotated and the use of other students' work is strictly prohibited unless specifically directed by a teacher.

### **STUDENT FEES, FINES AND CHARGES**

1. A pupil shall be held financially responsible for loss, damage beyond normal wear or [for]\* failure to return any textbook/library book issued.
  - A. Fines for lost, damaged, or defaced textbooks shall be as follows:

First year	-	75% cost of the book
Second year	-	50% cost of the book
Third year and subsequent years	-	25% cost of the book
  - B. Fines for lost, damaged, or defaced library books shall be as follows:

Hardcover Books - Replacement purchase price as listed on the shelf list card or library accession book. If no price is listed on shelf list card, 75% the price listed in the current Bound-to-Stay Bound catalog or the current Books in Print. If the book is not listed in either or is out of print, \$5.00 will be charged.

Paperback Books - Replacement purchase price as listed on the shelf list card. If no price is listed, 75% the price listed in the current Paperbound Books in Print. If not listed there, \$1.00.

Magazines - Full list price for 1 issue of that magazine title.
  - C. Procedures for lost, damaged, defaced textbooks and overdue library books
    1. Overdue 1 week - Send notice of overdue books to borrowers in first period class.
    2. Overdue 2 weeks - Mail overdue notice to parent from the Principal's Office.
  - D. The following guidelines apply to the collection of student fees:
    1. Student fees will be collected by the classroom teacher/librarian.
    2. Receipts will be given for each fee identified.
    3. Checks should be made payable to the Rome City School District.
    4. Fees for school lunches, milk, activity tickets, etc. must be paid with separate checks since they involve different school accounts.
    5. Fees imposed during the school year are payable within ten (10) school days after issuance.
    6. The school principal or his/her designee should notify parents, by letter, who have not paid the fees by the end of the ten (10) day period. If fees are still not paid after a five (5) school day grace period, the principal of each building will compile a list of parents who have not paid and send the list the Assistant Superintendent for Business, who will begin a collection process for delinquent accounts.
    7. Students who enroll during the first semester pay the school fees for the school year. Students who enroll at the beginning of the second semester or any time during the second semester pay half of the respective fees.
    8. Fees collected each day will be sent to the business office for deposit. No cash money will remain in the buildings during the evening hours.
  - E. Locks can be purchased at the Bookstore.
  - F. Until all student fees owed by the student are collected, individual transcripts will be withheld.

### **DAMAGE TO SCHOOL PROPERTY**

- A. A pupil who defaces or destroys school property shall be expected to pay for all damages. If the pupil is unable or unwilling to pay applicable amount, payment by parents or guardians will be expected. Parents/guardians will be informed of the damage as soon as practicable. The student may also be allowed a fair amount of community service.
- B. If the pupil does not pay, the principal shall request the parent or guardian to make such payment. If the payment is not made, the principal shall report the matter to the Superintendent who shall take appropriate action to collect the amount due.

Rome City School District

Adopted: 12/16/81

Revised: 01/18/95

### **DAMAGE TO PERSONAL PROPERTY OF ANOTHER STUDENT/STAFF**

A pupil who defaces or destroys personal property may face disciplinary action and possible police involvement.

**RELEASE OF INFORMATION:** The Federal Student Privacy Law prohibits school districts from releasing student transcripts without the student and/or the parent's permission. Students who wish to have the school provide transcripts to colleges or employment offices must obtain the proper release form from their guidance counselor.

**WORKING PAPERS/HOW TO GET THEM:** Everyone under 18 needs working papers in New York State.

- a. Obtain application from the Nurse's Office.
- b. Follow procedure as directed on application.
- c. All sophomores are required to have physicals (either by own doctor or the school physician.) Sports physicals count for this purpose and if the student cannot fulfill this, the school nurse will arrange the physical.
- d. The above physical will suffice for working papers. A short application completed by the student can then be given. Otherwise, a student must have a signed promise by an employer to obtain a physical by the school physician.
- e. When application (either long or short) is completed they must be taken to the appropriate office with proof of age for the working permit card. This permit is acceptable until a student turns 18 when it is no longer needed.

**INSURANCE:** The Rome City School District provides limited insurance coverage to students. The purpose of this insurance is to furnish medical, hospital, and dental service indemnity when accidental bodily injury is sustained by the insured student while engaging in a scheduled school-sponsored activity, which is under the sole jurisdiction of the Board of Education and is supervised by personnel employed by the Board of Education.

A pupil should report an injury to the teacher or coach as soon as it occurs. When the pupil receives medical treatment, the school should be notified at once. In order to be eligible for a claim, the report of injury must be made within 30 days.

The coverage extended is ONLY IN EXCESS of those benefits payable under family and/or employer policies. The claim must first be filed with the other insurance carrier(s). After final settlement with the other carrier(s), a claim should be submitted to the school no later than one year from the date of injury. Claim forms and further information about this plan may be obtained from Central Office Insurance.

**GUIDANCE SERVICES:** The Guidance Department consists of seven counselors who are a resource for parents and teachers to help identify and resolve student problems. The counselors also assist students in planning their academic program during their high school years.

In addition, the counselors also assist students and parents in the following areas:

1. Applying to college or technical school(s).
2. Admissions and scholarship tests.
3. Help non-college students plan for employment after high school.
4. Assist students interested in entering Armed Forces or Service Academies.
5. Assist teachers and/or parents in initiating referrals for psychological testing.
6. College and vocational resource – using either college catalogs, college guide books, or computer-assisted information programs.
7. How to use Naviance.

The guidance offices are open to the students and their parents, and they are encouraged to stop in or call for any assistance needed.

**GRADUATION PARTICIPATION:** Attendance at the Graduation Exercise is a privilege, not a requirement. Students who do not wish to participate may receive their diploma on the day after the graduation exercise. Participation in the graduation exercise may be allowed to any student who has completed all requirements for a diploma and has indicated a desire to participate. Students who choose to participate in the graduation exercise must sign a declaration of their willingness to comply with the following rules:

#### **Dress**

1. Cap and gown will be worn by all students.
2. Students must wear clothing suitable for a formal occasion. Jeans or sportswear will not be permitted (includes sneakers and shorts for men).

## **Behavior**

1. Since this is a formal occasion, students may not yell, scream, shout, holler, whistle or create excessive noise in any way. Students must conduct themselves in an attentive and respectful manner throughout the ceremony.
2. Smoking or drinking will not be tolerated at any time before, during or after the ceremony.
3. Students may not engage in pranks, such as handing items to the President of the Board when receiving their diplomas.
4. All students must remain in their assigned places or seats until the ceremony is over. Students who do not comply with the above rules of dress or behavior will be removed from the exercise immediately.
5. All students who choose to participate in the Graduation Program must attend a rehearsal on the day and time designated by the principal.

## **Procedure**

If students who choose to participate adhere to the above rules, the school will:

1. Ensure that each student's name is formally announced and that each student will receive his/her diploma at the graduation ceremony.
2. Provide the best possible facility and program with appropriate pomp and circumstance.

## **ATTENDANCE PROCEDURES**

It is generally recognized by all that regular classroom attendance is essential to education. There is a critical relationship between engaged time and student performance.

### **OBJECTIVES**

- Learn subject matter at an optimum level.
- Develop responsible work and study habits.
- Prepare for life of learning and gainful employment.

### **EXCUSES**

- An excuse must be provided in all instances of absence.
- Excuses will be accepted up to three (3) school days following the absence and must include date and time, reason, and parent/guardian signature.

### **EXCUSED ABSENCES**

- Personal illness
- Serious illness or death in the family
- School-related activities
- Religious observance
- Quarantine
- Court appearances
- Health clinic
- Approved co-op programs
- Military obligations
- Impassable roads
- Suspension
- Approved college visits
- Incarcerated youth program
- Any other reason approved by the Commissioner of Education

### **UNEXCUSED ABSENCES**

- Vacation
- Shopping
- Babysitting
- Oversleeping
- Cold weather
- Needed at home
- Missing bus
- Anything not mentioned in legal absences unless deemed otherwise by the Building Principal.

### **ACTIVITIES AND INTERVENTION**

- Communications with parents and community agencies
- Counseling
- Progressive discipline
- PINS (Court System)
- Incentives as developed in each building

### **Tardy to School Procedure**

1. All students arriving to school after 7:30 A.M. are considered tardy. Any student not in their first period class by 7:30 A.M. is considered tardy. If the student arrives after 7:30, they must report to the attendance office to obtain a pass. Students will be given a blue pass from the attendance office and will report directly to class. The student's Assistant Principal will follow up with consequences for unexcused tardies following the code of conduct as necessary.
2. Students who have an unexcused tardy and do not report to attendance will face disciplinary consequence.
3. Exemptions: It shall be the responsibility of the District to tutor students who are required by a doctor to be absent from school for an extended period of time. It is the parent and/or guardian's responsibility to notify the school in the instance where home tutoring is required.
4. **Excused Absences:** A written excuse signed by parent/guardian or a phone contact is required each time a student is excused during school hours and leaving school grounds.
5. **ABSENCE: (SICKNESS/LATENESS):** A written, signed parental/guardian excuse or a phone contact is required each time a student is returning from an absence or when tardy to school with listed reason. Excuses will only be accepted up to three (3) days following the absence. Parents/students are to contact the attendance and guidance counselor offices to obtain information relative to absence and homework/school assignments if a student has an extended absence.
6. **EARLY DISMISSAL/ LATE ARRIVAL (Seniors Only):** A student may be granted early dismissal and/or late arrival by the appropriate administrator after necessary Early Dismissal/ Late Arrival Form has appropriate signatures.

STUDENT CLASS SCHEDULES WILL NOT BE ALTERED FOR THE EXPRESS PURPOSE OF GAINING AN EARLY DISMISSAL. WHEN AN EARLY DISMISSAL IS GRANTED, IT IS FOR ONE SEMESTER ONLY AND MUST BE REAPPLIED FOR WITH APPROPRIATE ADMINISTRATOR.

## MEDICATIONS

If a student is required to take medication during the school day, it must be brought to the school nurse upon entering the building. The medication MUST be in the original container along with a written notice from the assigned physician detailing the dosage and times that the medication is to be taken. Students are not allowed to carry any medications on them in school or at school sponsored events. This includes prescription and over the counter medications including Tylenol, Advil, etc.

## STUDENT CODE OF CONDUCT

The complete Code of Conduct is available on the website under Board Policy 1026. All students are responsible to adhere to all RCSD behavioral expectations and responsibilities as described in the RCSD Code of Conduct while online/virtual learning. Excerpts of the Code follow:

### STUDENT RIGHTS

All District students have the right to:

- Learn in an environment free of bullying, discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.
- Participate equally in all school activities on an equal basis.
- Be treated respectfully by those in the school community.
- Have complaints about school-related incidents investigated and responded to.
- Have access to school rules and regulations and receive an explanation of these from school personnel.

### STUDENT RESPONSIBILITIES

All District students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect for other persons and for property.
- Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.
- Respect and treat all others with respect and dignity.
- Work to the best of their abilities and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators, and other district personnel in a respectful and positive manner.
- Be aware of and obey school policies, rules and regulations.
- Be responsible for their actions.
- Attend school regularly and punctually and be prepared to learn.
- Dress appropriately for school and school functions.
- Maintain personal cleanliness and hygiene.

- 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.

### **STUDENT DRESS CODE**

The dress and grooming of Rome City School District students shall contribute to the health and safety of the individual student, promote a positive educational environment, and not disrupt the educational activities and processes of the school.

### **HARASSMENT AND DISCRIMINATION ARE PROHIBITED AT SCHOOL**

- Students should never feel that it is not safe to come to school and participate in all school activities.
- Students should never be made to feel threatened or unsafe, or be prevented from concentrating on their schoolwork because another student or a school staff member is teasing them, making fun of them, pushing them around, or threatening them in any way because of their race, color, national origin (where the student's family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender identity, sex, or for any other reasons.
- It is against school district rules for any student or school staff member to subject a student to harassment or through discriminatory acts, be it through physical actions or verbal statements, to include electronic messages. This kind of conduct is prohibited on school property, on school buses, at all school-sponsored events, and off school grounds if such conduct should have a negative impact on a student in the school setting.

### **PROHIBITED STUDENT CONDUCT**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function - specific and clear.

The rules of conduct listed below are intended to promote personal responsibility and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school when they:

#### **Engage in conduct that is disorderly. Examples include:**

- Using language or gestures that are profane, lewd, vulgar, or abusive.
- Engaging in any willful act which disrupts the normal operation of the school community.
- Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- Misusing computer/electronic communications, including any unauthorized use of computers, software, or internet/intranet account, accessing inappropriate websites, or any other violation of the district's acceptable use policy.

#### **Engage in conduct that is insubordinate. Examples include:**

- Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect.
- Being late for school, for class, for missing school or leaving school without permission
- Skipping detention.

#### **Engage in conduct that is violent. Examples include:**

- Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, school employee, student or any person lawfully on school property or attempting to do so.
- Possessing, displaying, or threatening to use any weapon. Only authorized law enforcement officials are permitted to have a weapon in their possession while on school property or at a school function.
- Intentionally damaging or destroying school property or the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.

#### **Engage in any conduct that endangers the safety, morals, health, or welfare of others. Examples include:**

- Lying to school personnel.
- Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.

- Engaging in defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- Engaging in discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for threatening another in a negative manner.
- Engaging in harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- Engaging in intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
- Selling, using or possessing obscene material.
- Using vulgar or abusive language, cursing, or swearing.
- Possessing or smoking cigarettes, cigar, pipe or using chewing or smokeless tobacco.
- Deliberately concentrating and/or inhaling aerosols for the purpose of chemical intoxication.
- Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either.
- Gambling.
- Engaging in indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- Engaging in misconduct while on a school bus, including excessive noise, pushing, shoving, and fighting.
- Engaging in any form of academic misconduct. Examples of academic misconduct include but not limited to: plagiarism, cheating, copying, altering records, and/or assisting others to do so.

## **DISCIPLINARY MEASURES AND PROCEDURES**

The purpose of all discipline is to teach students appropriate and constructive behaviors. Disciplinary measures shall be appropriate to the seriousness of the offense(s) and, where applicable, to the previous discipline record of the students.

**SENIORS:** Violations of the code for alcohol/drug related offenses that occur during the time of year when Senior activities are scheduled may result in the loss of participating in Senior activities **INCLUDING** Graduation Commencement Ceremony. Other violations of the Code of Conduct for which the typical disciplinary response would be OSS that occur during the time of year when Senior activities are scheduled for which there is an insufficient number of instructional days remaining in the school calendar year for students to serve the determined period of suspension for the infractions may also result in the loss of participating in Senior activities **INCLUDING** participation in the Graduation Commencement Ceremony.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of the code of conduct, state and federal laws.

## **N.Y.S. DIGNITY FOR ALL STUDENTS ACT (DASA)**

Pursuant to the provisions of the N.Y.S. Dignity for all Students Act (“DASA”), the State of New York declared it to be the policy of the state to afford all students in public schools an environment free of discrimination and harassment. The purpose of the Act was to further foster civility in public schools and to prevent and prohibit conduct which is inconsistent with each school’s educational mission. It was also designed to raise awareness and increase sensitivity to “relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical disabilities, sexual orientations, genders, and sexes.”

The Dignity for all Students Act requires that no student shall be subject to harassment or bullying by employees or students on school property or at a school function, nor shall any student be subjected to discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at a school function.

The Act prohibits acts of harassment, bullying or discrimination directed at students that:

- Interferes with a student’s educational performance, opportunities, or benefits
- Interferes with a student’s mental, emotional, or physical well-being
- Causes a student to fear for their safety



- Causes a physical injury to a student (or would be expected to cause a physical injury)
- Causes emotional harm to a student

In addition to acts that might occur on school property and/or at a school function, the Act further prohibits an action or statement that occurs off school property that creates a risk of substantial disruption in the school environment (or could foreseeably create such a risk), and is foreseeable that the conduct, threats, intimidation, or abuse might negatively affect and/or impact a student in a school setting.

The focus of the Act was to require school districts to take more aggressive action to eliminate harassment and bullying in the school environment, to include cyber bullying, that is, harassment using an electronic device. In addition, the Act requires each school district to incorporate a progressive model of student discipline that includes “measured, balanced, and age-appropriate remedies and procedures.

## **IN SCHOOL DETENTION (ISD)**

### **Rules and Procedures:**

- Upon entering ISD, students are expected to meet with the supervisor to be assigned a seat.
- Once seated, students are expected to follow the explicit directions of the ISD Supervisor.
- Cell phones are expected to remain in book bags, or in the student’s pocket while in ISD. “See Cell Phone procedure below”
- Students cannot get up and walk around the room or speak with other students in the room.
- Students are expected to raise their hand to ask questions and refer to the ISD Supervisor with Mr./Miss/or Mr. and then their name. The ISD Supervisor’s name will always be written on the whiteboard in the room.
- Students are expected to ask permission to leave the room for any reason including bathroom, lunch, etc.
- Students cannot call parents from the room, but may be given a pass to go to their Assistant Principal’s to call parents.
- All RCSD Code of Conduct rules must be followed by students at all times while in ISD.

### **Cell Phones:**

There is no cell phone usage while in ISD. Cell phones will be expected to be turned off or remain in silent mode and out-of-sight for the full time of the assigned consequence. The ISD supervisor has the authority to request students to place their cell phone in safekeeping to be placed in the possession of the ISD supervisor if the cell phone is being used without permission."

## **USE OF ELECTRONIC DEVICES**

Refer to Board of Education Policy 7400

## **PROHIBITION OF CORPORAL PUNISHMENT**

No teacher, administrator, officer, employee or agent of the District shall use corporal punishment against a student. Corporal punishment means any act of physical force upon a student for the purpose of punishing the student.

Physical force may, however, be used to protect oneself, another pupil, teacher of any other person from physical injury; to protect the property of the school or others; or to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of District functions, powers, and duties, if the student has refused to comply with the request to refrain from further disruptive acts or behavior.

## **SEXUAL HARASSMENT PROHIBITION**

1. Policy (Refer to Board of Education Policies 0010 and 1026)
  - The Rome City School District is committed to a policy that sexual harassment constitutes illegal behavior and is prohibited.
  - It is illegal for any student, male or female, to make unwelcome sexual advances or requests for sexual favors and/or engage in any other verbal or physical conduct of a sexual nature.
2. Reporting Procedure
  - Any student who believes he/she has been the victim of sexual harassment by another student or employee of the Rome City School District should report the alleged acts immediately to his/her Assistant Principal or Principal.
3. The Rome City School District will enforce appropriate sanctions against employees or students engaging in sexual harassment, including warning, reprimand, suspensions or discharge.

## **TOBACCO AND NICOTINE POLICY**

(Refer to BOE Policy 0021; Legal Reference Article 13-E NYS Public Health Law §1399; NYS Education Law §409; No Child Left Behind 2001, Part C Section 4303)

The purposes of this Policy are to avoid the use on school property and at school events of tobacco, nicotine, and e-cigarettes, which the Board deems unhealthy; encourage students and staff to avoid the consumption or use of tobacco products, nicotine, and e-cigarettes; and to prevent persons present on school property or at school events from being exposed to second-hand tobacco smoke, nicotine, or electronically-ignited vapors. This Policy is one component of the District's wellness program, drug prevention program, and commitment to provide a healthy learning and working environment.

## **USE OF SCHOOL LOCKERS**

School lockers are the property of the School District and are available for student use under the following conditions:

1. **Only locks** authorized by the School District may be used; they may be purchased at the school bookstore. Unauthorized locks may be cut off without notice.
2. A copy of the lock combination and the locker number will be retained by an appropriate school official.
3. Articles of an inappropriate nature shall not be placed in school lockers at any time.
4. Each school locker shall be subject to inspection by school officials at any time, without advance permission of the student using the locker.
5. Students are to use only those lockers assigned to them. Combinations should not be given out to others because locker security can be a problem. The school cannot be responsible for the loss and/or theft of personal property kept in the lockers.
6. Students are warned not to keep personal items of value in their lockers – this may be a temptation to others.

**ADVERTISING IN SCHOOL:** Visual or audio forms of advertising of any kind will not be permitted at Rome Free Academy without the express permission of the principal or designee.

**UNAUTHORIZED USE OF SCHOOL PROPERTY:** Persons may not designate buildings or property at Rome Free Academy as an activity site, bus stop, or any other use, without the express authorization of the principal or the Assistant Superintendent for Business/Operations.

**VISITORS TO THE SCHOOL:** No student visitors will be allowed to attend classes. Visitors may only be in the school with the permission of the building principal.

**STUDENT DRIVERS:** It is the policy of the Rome City School District that students may not be volunteer drivers and are therefore prohibited from operating vehicles to transport participating students on field trips. It is understood, however, that from time to time students will be authorized by their parents to drive to and from school-sponsored activities. The following conditions will prevail for students with driving privileges:

1. No student driver is allowed to carry other student passengers while traveling from his/her home school to another school or work site.
2. Students are not allowed during any part of the school day to use their private vehicle for performing school errands or transporting goods from one site to another.
3. Students will generally travel to and from school events scheduled at another location by chartered bus transportation.
4. Students are, therefore, not allowed to drive their own private vehicles to the event in which they are participating.
5. Students are not allowed to drive to their BOCES classes.

## **STUDENT PARKING AT ROME FREE ACADEMY**

1. **A vehicle parked on school grounds without a valid parking sticker or parked in an unauthorized area may be towed away at the owner's expense.**
2. Students must get permission forms from Ms. Polivka in the main office before parking on school grounds.
3. Vehicles may **only be parked in the student parking lot.**
4. Each student will be limited to one (1) parking sticker.
5. Each parking sticker shall be issued by Ms. Polivka.
6. The following information will be required for each parking permit:
  - a. Student's name
  - b. A copy of valid driver's license, valid insurance card and car's registration.
  - c. Make, model, year and color of vehicle
  - d. License plate number

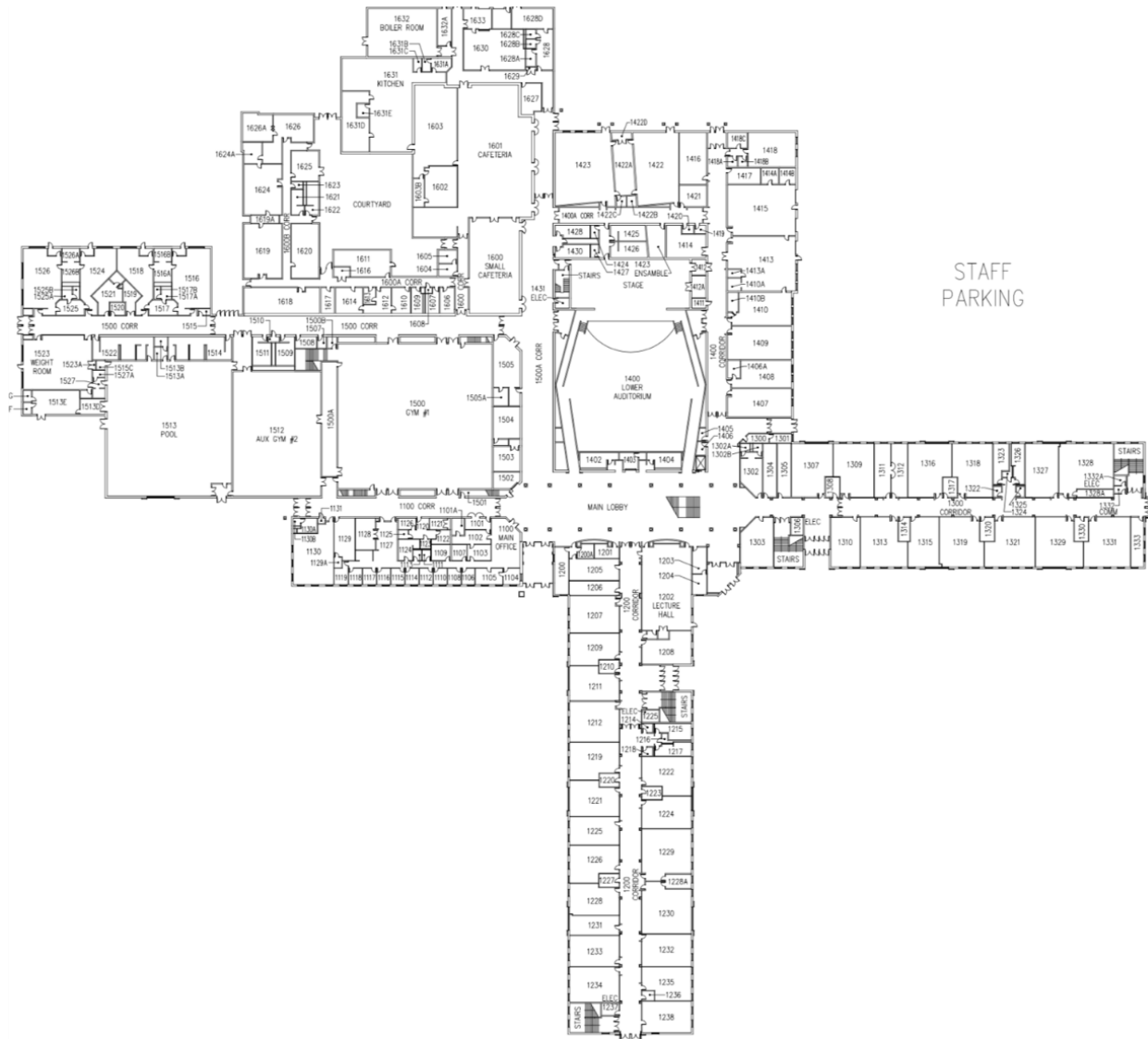
- e. Reason for request of permit
7. Student driving privileges may be revoked as a result of disciplinary action.
8. The privilege of parking on school grounds may be withdrawn if a student:
  - a. Parks in an area other than that designated by the parking sticker
  - b. Fails to lock or otherwise secure the vehicle
  - c. Drives in a reckless or unsafe manner on or near school grounds
  - d. Chronically violates school policies, i.e. student code of conduct, attendance procedures, etc.
9. A parking sticker shall be displayed as follows:  
**Lower left (driver's side) rear window.**
10. The school is not responsible for any theft or vandalism that may occur to student vehicles.

## **GENERAL COMMITMENTS**

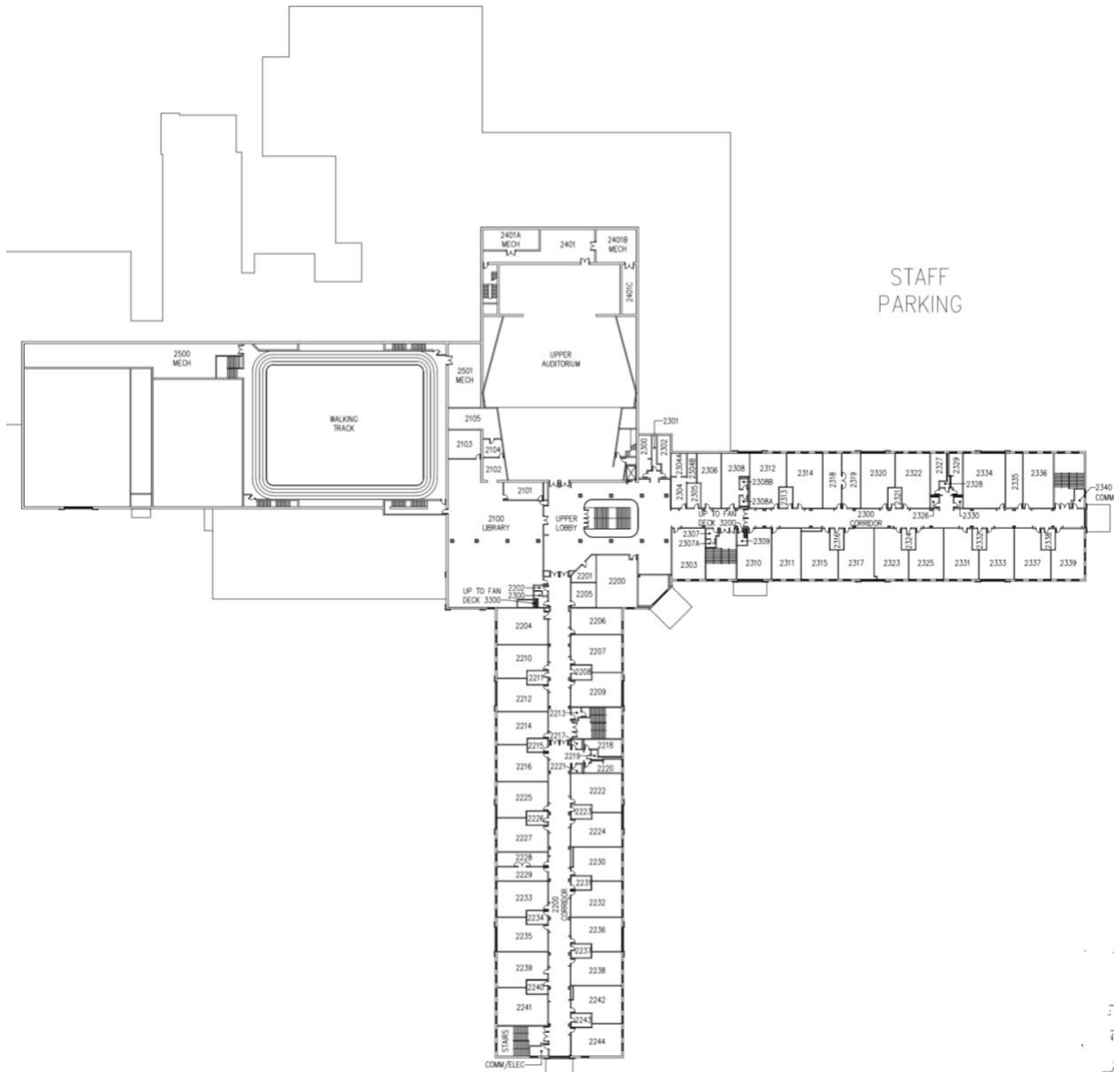
### **TITLE IX AND SECTION 504 COMPLIANCE PROCEDURES**

- I. The Rome City School District does not discriminate on the basis of sex or handicap in the educational programs or activities which it operates, and recognizes that it is required by Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 not to discriminate in such a manner. This policy of nondiscrimination includes the areas of: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings and student activities. If you feel Title IX rights have been violated, please see building principal for procedural assistance. (0012.1)

# ROME FREE ACADEMY 1<sup>ST</sup> FLOOR MAP



# ROME FREE ACADEMY 2<sup>ND</sup> FLOOR MAP



## **Rome Free Academy Attendance Procedure**

### **Tardiness to class (per class)**

5 tardies = 1 after school detention to assigned by Assistant Principal (teacher required to call home)

10 tardies = 2 after school detentions assigned by Assistant Principal

15 tardies = 1 half day in-school suspension (Assistant Principal notifies counselor for meeting)

20 tardies = 1 full day in-school suspension

\* Cumulative tardies in excess of 20 will be handled at the discretion of the grade level administrator in collaboration with teacher(s) as necessary.

### **Tardiness to school to be reevaluated every marking period.**

#### **At 7 days unexcused truant, a PINS referral will be initiated that begins with the following steps:**

1. Student must fall under the compensatory age.
2. Attendance Clerk will provide the school counselors and school social worker attendance reports for investigation.
3. At that point, the Social Worker will meet with the student and refer them to Probation based on the findings of the internal investigation.
4. Based on the Probation recommendation, assistant principals will be given the final paperwork for signature and authorization.
5. Once Probation is involved and or included, Safe Schools will initiate an immediate Initial Response Team(IRT).

\*\*Tardiness and truancy are separated by the “20-minute rule.” If a student reaches his or her destination within 20 minutes of the time required to start a class, lunch, or school, it is a tardy. If the student reaches his or her destination beyond the 20 minutes of the start to class, lunch or school it is considered truancy.

\*\*\*The building principal and grade level assistant principals reserve the right to show discretion on any of the above penalties based on special or mitigating circumstances.