

DIGNITY ACT FOR ALL STUDENTS (DASA)

New York State's Dignity for All Students Act (DASA) seeks to provide the students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

Curriculum: Curriculum must include instruction that supports the development of a school environment free of discrimination and harassment.

At Proctor, the Health Curriculum supports DASA.

Code of Conduct: The Code of Conduct must be amended to include provisions prohibiting discrimination and harassment against any student by employees or students, and provisions for responding to such acts.

The Utica City School District reviews and revised the Code of Conduct yearly to insure all current provisions are met.

Reporting: Material incidents of discrimination and/or harassment on school grounds or at a school function must be reported to NYSED annually.

At Proctor, reporting is addressed per the procedures and investigated thoroughly.

Dignity Act Coordinator: At least one staff member at every school must be designated and trained to handle human relations in the areas of: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

At Proctor, the Principal is the DASA Coordinator. Assistant Principals participate in investigations. Any incidents can be reported to the Principal or Assistant Principals.

Employee Training: Employees must receive training to raise awareness and sensitivity to potential acts of discrimination and/or harassment and to enable employees to prevent and respond to incidents of discrimination and harassment.

At Proctor, all staff are trained yearly in DASA requirements.

PARENT INVOLVEMENT

We value working with our families. Families are welcome to call their child's counselor at any time to get updates on their child's academics or well-being. Parent Square will also be used monthly to give parents special instructions from Miss Palladino when warranted. A monthly Principal's Update is also sent home in the mail to keep families informed of special events, good news, monthly calendar, etc. The school's website is an excellent resource for information. We are always looking for families to join our parent group, Shared Decision Making. Email apalladino@uticaschools.org if you are interested.

RAVING ABOUT A RAIDER (RAR) PROGRAM

Raffle tickets are awarded monthly to staff and students for exhibiting appropriate behaviors in the following areas:

- Academics
- Attendance
- Behavior
- Being Kind

RAR boxes are located in the MAIN OFFICE by grade level.

Monthly drawings are held. Prizes are awarded to winners!

SKIPPING CLASS

Students who are found skipping class or wandering halls without a pass will be escorted to a classroom supervised by school staff. Students will be issued an after school detention the following day. It is the students' responsibility to bring home the detention slip and notify their families. Students who develop a pattern being identified for skipping and or wandering will receive progressive consequences until the behavior is corrected.



STUDENT CLUBS (See Eligibility Policy Page 21)

Proctor High School has a number of great activities for students throughout the year. Students are encouraged to participate in activities to gain experiences, meet new friends, and to stay involved in the school community. Additional opportunities for activities are advertised in newsletters and are posted and announced at school. (ie, school dance, family fun night, etc.) Below is a list of the Board of Education approved extracurricular activities at Proctor:

Art - Mural Club – Students paint school walls/windows. Mural club also paints set designs for the Drama Club and Black History Month. Meetings are once a week all year round.

Best Buddies - The club works on building friendships between students with and without disabilities. Social mentoring events are offered that encourage friendships.

Business Stock Investment - Students gain knowledge of how investing works through practice portfolios and compete in stock investing competitions.

Colgate Seminar - Students are exposed to college-level coursework and campus life. The program builds confidence in students' ability to succeed in higher education. It increases their college readiness and aspirations.

Corridors - Students gain experience in journalism. They produce several issues of the school newspaper for distribution in school and post it on the school website.

Drama Club – Students put on multiple musical productions throughout the year. The club has actors, set designers, and backstage help.

Environmental Science Club - Students participate in achieving goals that help increase the awareness of environmental issues as well as promoting conservation and preservation of natural resources. Participants are involved in field trips, listening to guest speakers and are involved in off-campus activities.

Forensics (Speech and Debate) - Students work on building their public speaking skills. They attend and participate in numerous league competitions (virtual and live).

Future Business Leaders of America - Students are involved in the election of members of the chapter, holding meetings, planning, collecting, preparing and arranging materials to promote the chapter and its activities. They are involved in attending and participating in competitive Local, NYS and National Competitions.

Future Educators of America - Students are involved in participating in activities/experiences related to becoming or preparing to become an educator.

Junior Class - Students in the Junior Class work with the advisor to fundraise and organize various events that promote school spirit.

Key Club - Students participate in completing the requirements for UCSD and Kiwanis International Club. They complete several community and service projects throughout the year.

Local History Club - Students are involved in learning about the local history of Utica.

Magnetic Mondays - Students are involved in planned activities that promote equality and acceptance of all students.

Mathletics - Students participate in various Mathletics competitions held at Tri-Valley Schools.

Mock Trial - Students develop skills in public speaking while developing knowledge and an understanding of law and legal professions in order to allow them to compete with other schools in competitions.

Model United Nations - Students gain an understanding and awareness of current events and issues that affect our world politically, socially and economically. They implement their knowledge and understanding of the key issues to prepare resolutions to present in committees and various Model UN conferences.

National Honor Society – Students must maintain an overall average, for each quarter, of 90 or higher. They must demonstrate the National Honor Society ideals of service, character and leadership throughout the remainder of their high school career.

Senior Class - Students participate in enhancing school spirit in various school events planned for the student body throughout the year.

Ski Club - Students participate in club meetings, fundraising activities, a public relations campaign, service projects as well as organized ski/snowboarding activities.

Student Council – Students work towards fundraising money for scholarships/ awards, and making a positive impact on the students as well as in the community. They participate in community service opportunities.

Yearbook Club – Students participate in planning, creating and distributing the school's yearbook.



SPORTS (See Eligibility Policy on page 21)

Students who are involved in sports will need a physical one time for the year. Proctor High School offers free physicals 3 times a year at our Nurse's Office. Physicals will be held at PHS on **August 14,15,18 and 19th from 8am-2pm.**

Fall Sports

Boys - Varsity Soccer
Boys - Junior Varsity Soccer
Boys - Varsity Cross Country

Boys - Varsity Football
Boys - Junior Varsity Football

Girls - Varsity Soccer
Girls - Junior Varsity Soccer
Girls - Varsity Cross Country
Girls - Junior Varsity Cross Country
Girls - Varsity Gymnastics
Girls - Varsity Swimming
Mixed Varsity Cheerleading
Junior Varsity Cheerleading

Winter Sports

Boys - Varsity - Bowling
Boys - Varsity Basketball
Boys Junior Varsity Basketball
8th & 9th Grade Boys Basketball

Boy- Varsity Volleyball
Boys - JV Volleyball
Wrestling

Girls - Varsity Basketball
Girls - Junior Basketball
Girls - Varsity Bowling
Girls - Varsity Volleyball
Girls Varsity Indoor Track
Mixed Varsity Cheerleading
Junior Varsity Cheerleading

Spring Sports

Boys - Varsity Track
Boys - Varsity Baseball
Boys - Junior Varsity Baseball
Boys - Varsity Lacrosse
Boys - Varsity Tennis
Boys - Varsity/Junior Varsity Golf

Girls - Varsity Softball
Girls - Junior Varsity Softball
Girls - Varsity Track
Girls - Varsity/Junior Varsity Golf



Utica City School District Eligibility Policy

I. Rationale

A. Extracurricular activities are a valuable extension of the normal school program, providing participants with opportunities to examine both vocational and avocational interests. They are also a privilege. Students who wish to take advantage of the District's many extracurricular offerings must remember that they are required to conduct themselves in a manner that does not jeopardize their health or well-being or that of other participants.

B. Students who choose to participate in any extracurricular activity are expected to maintain high standards of behavior and passing grades. The following rules are in force and students and their coaches/advisors are expected to be familiar with them and to follow them.

II. Extracurricular Committee

A. Each secondary school will have a standing Extracurricular Eligibility Committee that meets at the beginning of each school year, and then every five (5) weeks to review and monitor student eligibility lists for any and all extracurricular activities. Meetings will occur within one week of Progress Report and Report Card closing dates. Each September, the principals (or his/her designee) of the secondary schools will send a list of members of the organizations to the Administrators in charge of the Extracurricular Eligibility Committee. Note that progress reports do not determine eligibility of extracurricular activities. However, interventions may be implemented based on recommendations of the eligibility committee.

B. The Extracurricular Eligibility Committee will be convened by the principal or his/her designee and must have the following as permanent members:

- High School - the Physical Education Department Head at Proctor, an Assistant Principal, a Counselor and a Teacher.
- Middle School - permanent members will include a Physical Education Teacher, an Assistant Principal, a Counselor, and a Teacher.

III. Coach/Advisor Responsibilities

A. It is the responsibility of the coach/advisor to regularly review the grades, attendance, and behavior of all students in his/her activity.

B. No coach, advisor and/or administrator are to approach a teacher in an effort to change a student's grade or eligibility.

C. It shall be the responsibility of the appropriate administrators to review these regulations with all coaches/advisors before the beginning of any season, or school year, as appropriate.

D. The grades, attendance, and behavior of any student who has been suspended from school by an administrator are to be closely monitored by the coach/advisor. During the suspension period, the student may not participate in any extracurricular activity. Once the suspension period is over, the student may resume participation in the activity. The coach/advisor is expected to speak with the student to secure a change in behavior.

E. If there is a second suspension during a season or a marking period, the student is to be dropped from the extracurricular activity.

IV. Student Eligibility

Before a student can participate, he/she must meet the following requirements:

A. Must be considered a bona fide student (*pertains to athletes only) is one who meets the requirements of the Commissioner of Education and, for athletes, the New York State High School Athletic Association. Students must also meet the following basic requirements:

1. Meet age requirements where appropriate. High School athletes cannot be 19 years old prior to July 1st of the school year. Middle School requirements vary depending on whether the activity is a Modified A or B Program;

2. Athletes must pass a physical exam given by the school or family doctor and submit the results of same to the coach or school nurse;

3. Have a consent form signed by a parent or guardian on file with the coach, athletic director or advisor;

4. Students who wish to participate in any extracurricular activities must maintain a minimum 85% attendance rate in all classes. Coaches/advisors are expected to check attendance in all classes per each marking period and/or season.

B. A student who is suspended from participation in an extracurricular activity may not participate in that activity until the suspension has been completed. This non participation is not to exceed ten weeks. Students may not try out for any other activity running during that time.

C. If a student receives one failing marking period grade (which constitutes any grade of 64 or below):

He/she is immediately placed on notice for two weeks. During that time he/she must report for tutorial help after school, work with the teacher to upgrade any improved assignments/grades, and obtain a written letter from the teacher at the end of the two weeks verifying whether the student has successfully or unsuccessfully completed the tutorial program. He/she may continue to actively participate in the activity while fulfilling the tutorial requirement;

D. Students who receive 2 failing grades (which constitutes any grade of 64 or below), in a marking period will be placed on academic probation and may practice/attend basic

meetings but cannot compete in games or attend special extra-curricular activities, (not to exceed 25% of the scheduled games or extra-curricular activities). At the end of two weeks, if the student improves his/her grades to a passing grade(s), the student will be eligible to fully participate in the activity. If the student does not raise his/her grades after the two weeks, they are ineligible to participate in any way. The teacher of the original failing course must sign off to indicate the student's improvement. It is the coach/advisor's responsibility to follow up and verify the student's improvement.

E. Any student who receives 2 or more failing grades (which constitutes any grade of 64 or below) for the final marking period of any course but who passes the course(s) and receives credit, or attends summer school, and receives credit will be eligible to fully participate in fall activities. However, there will be an academic review of the student's grades at the end of three full weeks of school. If there is one failing grade (which constitutes any grade of 64 or below), the student must participate in tutorials. If the student receives 2 failing grades (which constitutes any grade of 64 or below) he/she will be placed on academic probation and may practice/attend basic meetings, but cannot compete in games or attend special extra-curricular activities, (not to exceed 25% of the scheduled games or extra-curricular activities). At the end of two weeks, if the student improves his/her grades to a passing grade(s), the student will be eligible to fully participate in the activity. If the student does not raise his/her grades after the two weeks, they are ineligible to participate in any way. The teacher of the original failing course must sign off to indicate the student's improvement. It is the coach/advisor's responsibility to follow up and verify the student's improvement.

F. Any student who receives 3 or more failing grades (which constitutes any grade of 64 or below), for the marking period is ineligible until the next report card period.

V. Appeal Process

A. Parent/guardian submits a written request for an appeal to the building principal within two weeks of the receipt of the report card. The request must specify the grounds upon which the appeal is based. It is understood that any suspension/probation from the activity remains in effect.

B. The principal, upon receipt of the written request, will poll a minimum of three Appeals Committee members as to their opinion on the validity of the appeal.

C. The District Extracurricular Appeals Committee will include the school principal (or designee), a member of the UTA of the involved building appointed by the president of that organization, a parent liaison and the Superintendent or designee.

D. In the event the appeal is deemed appropriate, a hearing with the parent/guardian shall be facilitated by the principal for final considerations. The final decision will be the result of a majority vote of the Appeals Committee members present at the hearing.

E. If the appeal is granted, the student must agree to fulfill all terms and conditions set forth by the Appeals Committee. Failure to do so will constitute grounds for immediate dismissal from the activity.

VI. Suspension/Probation

Official suspension/probation from an activity will commence on dates set according to the following: suspension/probation from an extracurricular activity will commence one week following the end of the marking period and be in force to the 1st day of the following marking period.

A. Incompletes - An incomplete must be rectified within two weeks following the end of a marking period. At this point, any remaining incomplete will be treated as a failure, a failing grade which constitutes any grade of 64 or below. Further, it is strongly recommended that teachers be very strict and selective in their use of an incomplete and that its use be reserved primarily for medical reasons. It is incumbent on the teacher to reconcile the grade.

B. Notification - All report cards will have added, in the area for messages, the basic Eligibility in regard to failing grades. This will serve as a general notification to all parents/guardians/students. In addition, it will be the responsibility of all coaches/advisors of extracurricular activities to examine, review the grade database and/or check the report cards of each of their participants to ensure enforcement of the policy.

C. Tutorial - It is acceptable to have discrepancies in the administration of student tutoring based on the teacher's discretion. Each teacher must review a student's performance and determine the needs of that particular student much like a physician must address the individual needs of a patient. Only in this way can a teacher individualize a plan for a student to improve his/her performance in a specific area.

D. Appeal Process -Students with two failing grades (any grade of 64 or below) may appeal through the appeal process. An appeal of a student with three or more failing grades (any grade of 64 or below) may be heard at the discretion of the principal. An appeal must address mitigating circumstances. Students' grades cannot be appealed through this process. A separate process deals specifically with grade issues.

VII. Other

A. Attendance at practice and/or meetings should be in accordance with the by-laws or club regulations set down by the coach or advisor.

B. Any student failing to meet requirements of this Regulation may be declared ineligible and/or placed on probation by the coach or advisor.

C. A list of all organizations, their membership and advisor(s) must be submitted to the principal's office within one (1) week after the activity commences operation and these lists are to be kept on file.

D. A student's grade will be determined by a variety of assessment methods.

E. All advisors and/or coaches may set their standards above and beyond those stated here.

F. As a candidate and/or a member of the team or organization, the student must obey all rules governing team participation. Failure to do so will result in a consequence or

dismissal. If a student incurs a consequence, he/she may not participate in any extracurricular activity until the requirements of the consequence have been fulfilled.

Students who participate in extra-curricular school activities must meet the standards as outlined in the Utica City School District Code of Conduct.

