

# **ITC High SCHOOL**



**Student Handbook  
2018-2019**

# **ITC High School Mission Statement**

**At ITC High School, we promote the development of academically successful and socially responsible citizens who are fully prepared to take on the challenges of college and careers in the 21<sup>st</sup> Century.**

## **Our Vision**

**We are a Technical Institute for the 21<sup>st</sup> Century.**

## **School Administration**

**Ms. Formica ~ Principal  
Mr. Natoli ~ Vice Principal**

## **Support Staff**

**Ms. Santiago~ Guidance Counselor  
Ms. Snyder~ Guidance Counselor  
Ms. Mendez~ School Social Worker  
Ms. Winchek~ Secretary  
Ms. Capozzi ~ Secretary  
Officer Black~ School Resource Officer  
Ms. Cua-Bertrand ~ School Nurse  
Mr. Sohoski ~ Library Media Specialist  
Ms. VanCampen~Psychologist**

# Important Phone Numbers

Main/Administrative Offices	435-4300
Guidance	435-4300
Nurse	435-6240

## A Quick Guide to Services in the School

### **IF YOU WANT:**

**TO SIGN IN LATE  
TO SIGN OUT ILL  
TO SIGN OUT EARLY DISMISSAL  
TO REPORT AN ACCIDENT  
HELP WITH A LOCKER  
WORKING PAPERS  
BUS INFORMATION  
LOST AND FOUND  
PARENT CONFERENCES  
HELP WITH A PROBLEM**

### **THEN GO TO:**

**Scan ID at Sentry Desk  
NURSE FOR APPROVAL  
MAIN OFFICE  
MAIN OFFICE / NURSE  
SENTRY / Mr. Natoli  
NURSE, GUIDANCE  
MAIN OFFICE  
MAIN OFFICE  
GUIDANCE  
TEACHER, COUNSELOR,  
SOCIAL WORKER, or  
ADMINISTRATOR**

**YOU MUST HAVE A SIGNED PASS OR HAVE BEEN CALLED TO  
ENTER THE MAIN OFFICE.**

## Behavioral Expectations

Institute of Technology will behave in a safe and respectful manner. The universal expectations that apply to all students everywhere in the building, on school property and at school functions are that we will be respectful, be on time and be responsible. Our school rules provide specific instructions about what to do in order to foster a sense of order, calm and establish a learning-focused community.

Behavior	Rule (Do)	Rule (Don't)
<b>Refusal and confrontational Behaviors</b>	Accept reminders, correction and consequences without a fuss.	Do not argue back aggressively, continue confrontational backtalk, or say "no" using loud, hostile language after a teacher has stated what is expected.
<b>Verbal Aggression</b>	Use appropriate and respectful language with peers and adults.	Do not engage in teasing, taunting, put-downs, profanity and name-calling directed at any student or adult. Do not engage in verbal threats to harm or hurt directed at anyone.
<b>Physical Aggression</b>	Respect your peers' personal space and keep your hands to yourself.	No unwanted touching, shoving, poking, pushing, physical intimidation, kicking, punching, or fighting.
<b>Bullying and Harassment</b>	Respect the dignity of every student and adult.	<b>No Harassment</b> means no abusive, obscene, or offensive language, gestures, propositions, or behaviors intended to target or harm an individual or group based on race, color, origins, gender, sexual identity, age, size, religion, class or disability. <b>No Bullying</b> means no repeated teasing, taunting, name calling, verbal or physical intimidation or abuse directed at one individual.
<b>Dress</b>	Dress for academic success. Students are covered from shoulders to mid-thigh and appropriately dressed for area of tech focus.	Do not wear clothing with inappropriate language or images or that would be deemed offensive to others. Hats are not allowed to be worn at any time during the school day.
<b>Electronic Device Use</b>	Students may use personal electronic devices for educational purposes only during a teacher approved lesson and during their lunch in the cafeteria.	Students may not use personal electronic devices at any time unless they are being integrated in instruction.

**This section of your Student Handbook is designed to answer some questions you may have. We hope you will find it useful throughout the school year.**

**RESPONSIBILITY for:**

- Yourself
- Others
- Learning
- Safety

**Guidelines for School Success**

1. Attend school on time every day.
2. Come to school ready to learn.
3. Respect all adults in authority.
4. Follow all safety regulations.
5. Wear suitable school clothing.
6. Treat the property of others with respect.
7. Get involved in school activities.
8. Be aware and follow all school expectations.

**Attendance**

Students are expected to attend school. Excessive absence often results in poor school work. Parents should make every effort to make appointments after school. However, if a student must be excused, parents should send a note in the morning. The note should be brought to the main office immediately to be verified. **An approved adult needs to pick the student up.** BEFORE LEAVING SCHOOL, THE STUDENT MUST SIGN OUT IN THE MAIN OFFICE. When a student is absent, an excuse should be sent in the next day and brought to the main office.

**Tardiness**

If a student is late to school, he/she must scan their ID at the sentry office to get a pass. If they are coming from an appointment he/she should give the excused note to Ms. Capozzi in the main office prior to going to class.

**Visitors**

Visitors must sign in at the front desk and report immediately to the main office upon entering the building's single point of entry. It is unlawful to loiter in or around a school building and on the grounds during school hours. Teachers will not be available for conferences during the school day unless prior arrangements have been made. Please call the Main Office (315-435-4300) to make an appointment with a teacher or administrator to ensure our availability

**Student Property**

**DO NOT bring valuables, large sums of money, or any unnecessary items to school.** Any electronic devices brought to school must be placed in your locker or book bag prior to the start of class. The school will not take responsibility for these items.

**Lost and Found**

The Lost and Found is located in the main office. Students who find articles are asked to take them to the main office. Items will be discarded after a designated amount of time.

**Telephones**

Students may use the phone in the main office for emergency purposes only. Parents are not to call during the school day to request to speak with their child unless there is an emergency at home. **If you need to contact your child during the school day, please call the Main Office (315) 435-4300 rather than your child's cell phone.** We will gladly relay any message to your child.

**Hall Passes**

Students must have a pass if they are in the hallways or other parts of the building during scheduled periods. Passes from class will not be given during the first and last ten minutes of each period.

### **School Nurse**

The nurse is available during the school day. **You must have a pass to enter the Nurses Office from a class.** If the nurse is not available, report to the main office for assistance.

### **Fire Drills/Emergency Evacuations**

The fire alarm is a series of loud repeated rings. Follow the directions on the Fire Exit sign posted in classrooms and your teacher. Walk quickly and quietly out of the building. Fire Drills are a serious matter. Assume that any fire drill alarm could be the real thing.

### **Student Support Services**

The Pupil Services Department includes Counselors, Social Workers and the School Psychologist. Guidance services are provided for each grade level. These services include working with individuals and groups of students. Counselors discuss educational and occupational information with students. Counselors also assist students in dealing with problems and concerns. Students may see their counselor during the school day by obtaining a pass from his/her teacher or during their scheduled lunch. The school Psychologist is available at ITC on a 2 ½ days /week. Students and parents may seek these services through referrals and/or appointment.

### **Homework**

Homework is an integral part of education. Homework is assigned on a regular basis and students are expected to complete all assignments on time.

Any student who expects to be out of school for more than (2) days should request class work and homework assignments to be completed while absent. This can be done by contacting the Main Office at 435-4300. Assigned work can be picked up in the main office.

### **Clubs and Activities**

Students are encouraged to participate in extracurricular activities. Different sports and clubs will meet through the school year.

### **School and Behavior**

In order for teaching and learning to take place in a classroom, good order must be maintained. Students are reminded that they must adhere to a code of good behavior not only for their benefit, but for the benefit of others. City school district rules and regulations are described thoroughly in the Code of Conduct, Character and Support Handbook.

### **Fighting**

Arguing, fighting, or threatening to fight are not permitted. Students should seek the assistance of an adult, if necessary, to resolve a problem with another student. "Play fighting" will be treated as real fighting.

### **Safety Regulations**

Running, pushing, wrestling and excessive noise are not permitted in school. Shoes must be worn at all times. Carry yourselves as young men and women.

### **Entering/Leaving the Building**

All students and visitors are required to walk through the main entrance and pass through the entry search scanners. In the morning, the doors open at 7:15am. Students can go directly to the cafeteria for breakfast or wait in the 1<sup>st</sup> floor hallway by the cafeteria to be dismissed to their lockers at 7:40am. Classes start at 7:50am each morning. **Students are NOT permitted to leave the building during the day to get Lunch.**

### **Loitering**

Students may not loiter in the building or on school grounds after dismissal. Students must have a valid reason for staying after school. Valid reasons include school activities, sports, and extra academic help.

### **Lockers**

Each student will be assigned a locker. Students should keep their combinations private. Lockers should be free of magic marker and other permanent marks. Posters and pictures inside the locker are acceptable decorations. Lockers belong to the school district and may be opened at any time by school district officials.

### **Locker Room**

It is your child's responsibility to lock all their items in a locker in the locker room.

## **Dress Code**

All students are expected to give proper attention to personal cleanliness and dress appropriately for the school day and school functions. Please adhere to the following guidelines concerning dress:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Garments such as tube tops, net tops, halter tops, spaghetti straps, muscle shirts, plunging necklines (front and/or back) and see-through garments are not appropriate. The length of dresses, skirts and shorts must be a minimum of half the distance between the fingertips and the top of the knee when the student's hand is fully extended down the side of the student's leg. Jeans are acceptable for students as long as they are free of rips and tears. Legging style pants cannot be worn unless there is an article of clothing that is at fingertip length.
3. Please place pants at waist level to ensure that undergarments are not being exposed.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. The wearing of hats or scarves/bandanas except for a medical or religious purpose is not allowed.
6. Outdoor clothing (hats, gloves, coats, etc.) are to be placed in lockers prior to the start of your day. **The school is not responsible for any lost or stolen items.**

In addition, **clothing should not display** the following:

1. Items that are vulgar, obscene, libelous or denigrate others on matters of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
2. Promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
3. Depict or suggest association with a gang/cult.

## **Cafeteria**

Students are to enter the cafeteria in an orderly fashion. Students can go directly to a seat of their choosing or get in line for a lunch. Students will need a pass to leave the cafeteria to go to a teacher's room or to purchase items at the school store. Deposit all litter in wastebaskets. Clean tables and floor.

## **Lunch and Breakfast**

The Community Eligibility Option (CEO) is a program that allows the school district's Office of Food and Nutrition to **provide breakfast, and lunch** to all students in the district **FREE of charge regardless of the family's financial status.** *All families, regardless of income status, **must now complete an Eligibility Application** (versus the former Free and Reduced Application) for the district to maintain its eligibility in the program.* If you have any questions, please contact the Office of Food and Nutrition at 435-4207.

## **Cell Phones, iPads, iPods, MP-3 Players, Cameras, Head Phones and any Other Electronic Equipment**

**We are not responsible for lost, damaged or stolen cell phones, tablets or any other electronic item.** Cell phones must be turned off when entering the classroom and not visible. Students are encouraged to put cell phones in lockers or book bags upon arrival. Cell phones can be used for instructional purposes at the teacher's discretion. If cell phones are visible and in use during school time, consequences may be issued for repeated misuse.

**LOST OR STOLEN CELL PHONES ARE NOT THE SCHOOL'S RESPONSIBILITY. If your child chooses to bring a cell phone to school, he/she must be responsible for their cell phone at all times.**

## **School Property**

Students may not deface or otherwise damage school property, including books, furniture, walls, desks, etc. Any student doing such damage will be required to repair, replace, or pay cash for damaged items and be subject to disciplinary actions as indicated under the Code of Conduct, Character and Support Handbook

## **Sexual Harassment/Bullying**

Any forms of unwelcome sexual advances, verbal or nonverbal, is unacceptable and will not be tolerated. Any form of bullying will be dealt with immediately. Please notify any faculty or staff member.

## **Gambling**

Card playing, throwing dice, pitching coins, etc. are not allowed on school grounds or at school sponsored events.

## **Smoking**

Students may not smoke in school or on school grounds or at school events.

## **EMERGENCY PROCEDURES**

**Emergency Cards:** Each September an emergency card is sent home with each student to be completed by the parent and returned to school. Please be sure to complete this card thoroughly and accurately. In case you cannot be reached by telephone, please make sure you give a phone number of someone who can be reached and who will be responsible for your child in an emergency situation. Make sure you also fill out the back of the card. We encourage you to also provide us with cell phone and pager/beeper numbers.

### **Non-Negotiables in SCSD**

- **Students and staff have the right to have their privacy, property and person respected by others.**
- **Students and staff have the right to attend school and school functions without fear of harassment, bodily harm or endangerment.**
- **Students have the right to be informed of appropriate behavior expectations in accordance with the Syracuse City School District Code of Conduct.**