



SULLIVAN WEST CENTRAL  
SCHOOL DISTRICT

# PRE K - 12 STUDENT HANDBOOK

"...enriching the lives of all students"

## 2023 - 2024

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LOCATED ON THE WEBSITE.**

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## ***Welcome***

Welcome to the 2023-2024 school year. We hope this will be an enjoyable, productive and positive school year for all Sullivan West students.

The Sullivan West School District Student Handbook contains information about our school and the policies and procedures you and your child will need to be familiar with for a successful school year. Some of the information includes busing, athletic guidelines, the yearly school calendar, cafeteria pricing, how to put money on your child's account, how to sign up for the Parent and Student Portal and much, much more. Because the information contained in this handbook is so important, we want to ensure that you and your child have read the handbook and that you assist your child(ren) in understanding the contents.

Please be sure to fill out and return the Parent/Guardian Approval immediately – It is very important that the District has all the necessary information on file. If you have any further questions about anything contained in this handbook, please contact your child's school at 845-482-4610 x2141 for the elementary or 845-932-8401 x1108 for the high school and x 1100 for the middle school.

### **BOARD OF EDUCATION**

Rose Joyce-Turner, Board President

Kathleen Meckle, Vice President

Members: Katrina Chellis, Mike Ellmauer,  
Jackie Rutledge, Jennifer Nystrom, Brian Kitson,  
Kristy Sigelakis, Matthew Halloran  
Christina Kautz, District Clerk  
Coco Gao, Student Member

### **ADMINISTRATION**

Kathleen Bressler, Superintendent of Schools

Sheri Parucki, Director of Instructional Services

Lorraine Poston, Assistant Superintendent for Administrative Services

Daniel Parisi, Director of Human Resources, Technology & Innovation

Rod McLaughlin, PK-6 Principal

Kevin Carbone, PK-6 Assistant Principal

Mark Plescia, HS Principal

Scott Haberli, MS Principal

## ***Important Phone Numbers***

Website: [www.swcsd.org](http://www.swcsd.org)

**Sullivan West Elementary School:** (845) 482-4610 Fax: (845) 482-9883

School Hours: Monday through Friday, September 7, 2023 – June 26, 2024

Arrival: 8:20 AM Tardy: After 8:40 AM

Breakfast: 8:20-8:45 AM Dismissal: 3:27 PM

Entrance to the SW Elementary Building is at 8:20 AM. We understand many families need to drop their child/ren off earlier due to their work situation. Because of that, Sullivan West created a morning Latchkey Program offered at 7:15 AM. The cost of the morning Latchkey program per child is determined, and breakfast is available for purchase. Please refrain from dropping your children off before 8:20 AM without signing them up for the Latchkey Program. Latchkey enrollment information is available by calling the Program Coordinator on ext. 2129.

<b>Position</b>	<b>Name</b>	<b>Phone Extension</b>
Principal	Mr. Rod McLaughlin	2141
Secretary	Mrs. Caitlin Mullally	2141
Assistant Principal	Mr. Kevin Carbone	2158
Secretary	Ms. Alexcia Hokirk	2158
Attendance & Bus Notes	Ms. Brandy Snedeker	2154
Health Office	Mrs. Judy Durkin	2139
Latchkey	Ms. Amanda Gruenke	2129

### **Elementary, Middle and High School**

Building Use	Mrs. Kippy Hemmer	3009
Cafeteria Manager	Ms. Dara Smith	1152
Registration	Ms. Gabrielle Gardner	3006
Transportation	First Student Bus Garage	482-4448
Transportation	Mrs. Lisa Moran	3001

**Sullivan West Middle & High School:** (845) 932-8401

MS Main & Guidance Office Fax: (845) 932-8425

HS Main & Guidance Office Fax: (845) 932-8909

School Hours: Monday through Friday, September 7, 2023– June 26, 2024

Arrival: 7:20 AM Tardy: After 7:35 AM

Breakfast: 7:20 AM Dismissal: 2:22 PM

<b>Position</b>	<b>Name</b>	<b>Phone Extension</b>
High School Principal	Mr. Mark Plescica	1109
High School Principal Secretary	Mrs. Sevanna Fadis	1109

Middle School Principal	Mr. Scott Haberli	1100
Middle School Principal Secretary	Mrs. Lisa Parkinson	1100
Athletics/ Dean of Students	Kurt Buddenhagen	1105
Attendance & Bus Notes	Mrs. Hilda Monfredo	1121
Counseling Secretary: HS	Mr. William Hulse	1108
Counseling Secretary: MS	Mrs. Kristin Scardino	1101
Health Office	Mrs. Danielle DuBois	1120
School Counselor: Gr. 10 & 12	Mr. Dan Welton	1111
School Counselor: Gr. 7& 8	Mrs. Amanda Mall	1101
School Counselor: Gr. 9, 11, & Sp. Ed. Gr. 9-12	Mrs. Kristine Carroll	1112
Student Support	Mrs. Sheri Parucki	1102
Transportation	First Student Bus Garage	482-4448
Transportation	Mrs. Lisa Moran	3001

Students can also obtain school information by visiting the Sullivan West School District website at [www.swcsd.org](http://www.swcsd.org). The website includes information on upcoming activities, school news, academic achievements, policy information, and a school calendar.

### ***Staff Email List***

Staff Member	School	Position	Email
Pace Abrams	MS/HS	Science	<a href="mailto:abramspac@swcsd.org">abramspac@swcsd.org</a>
Bethany Adams	ES	Special Ed	<a href="mailto:adamsbet@swcsd.org">adamsbet@swcsd.org</a>
Sandy Ahnstrom	ES	5 <sup>th</sup> grade	<a href="mailto:ahnstromsan@swcsd.org">ahnstromsan@swcsd.org</a>
Melissa Berta	ES	AIS Reading	<a href="mailto:bertamel@swcsd.org">bertamel@swcsd.org</a>
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Michele Brockner	ES	6 <sup>th</sup> grade	<a href="mailto:brocknermic@swcsd.org">brocknermic@swcsd.org</a>
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Kristine Carroll	HS	School Counselor	<a href="mailto:carrollkri@swcsd.org">carrollkri@swcsd.org</a>
Maureen Casey-Bryant	ES	Counselor	<a href="mailto:caseybryantmau@swcsd.org">caseybryantmau@swcsd.org</a>
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Melonie Cruz	ES	2 <sup>nd</sup> grade	<a href="mailto:cruzmel@swcsd.org">cruzmel@swcsd.org</a>
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Manoella Taunton	ES	Spanish	<a href="mailto:tauntonman@swcsd.org">tauntonman@swcsd.org</a>
Chris Teeple	ES	6 <sup>th</sup> grade	<a href="mailto:teeplechr@swcsd.org">teeplechr@swcsd.org</a>
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Daniel Welton	HS	School Counselor	<a href="mailto:weltondan@swcsd.org">weltondan@swcsd.org</a>
Kim Weyant	HS	Special Ed	<a href="mailto:weyantkim@swcsd.org">weyantkim@swcsd.org</a>
Melissa Williams-Wombacker	MS/HS	Spanish	<a href="mailto:williamsmel@swcsd.org">williamsmel@swcsd.org</a>
Miranda Yoli	ES	1 <sup>st</sup> grade	<a href="mailto:yolimir@swcsd.org">yolimir@swcsd.org</a>

<b>Aides/Assistants</b>	<b>School</b>	<b>Position</b>	<b>Email</b>
Merrie Baron	ES	Teacher Aide	<a href="mailto:baronmer@swcsd.org">baronmer@swcsd.org</a>
Melanie Blatt	ES	Teacher Aide	<a href="mailto:blattmel@swcsd.org">blattmel@swcsd.org</a>
Samantha Bonnaci	ES	Teacher Aide	<a href="mailto:bonnacisam@swcsd.org">bonnacisam@swcsd.org</a>
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Amanda Gruenke	ES	Teacher Aide	<a href="mailto:gruenkeama@swcsd.org">gruenkeama@swcsd.org</a>
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## PARENT OF LEGAL GUARDIAN REQUEST FOR ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR) INFORMATION

New York State Law allows parents and legal guardians of a student to request the effectiveness scores and final ratings of teachers and principals to which the student is assigned for the current school year. Requests for this information must be made in writing using the appropriate teacher or principal request form, which can be obtained by contacting the Sullivan West Central School District Office at 33 Schoolhouse Road, Jeffersonville, NY 12748, 845-482-4610 ext. 3000. This information may only be released to parents or legal guardians and the district will verify that any request received has been submitted by a parent or legal guardian. Additionally, the information is intended only for the use of the requesting parent or legal guardian.

SCHOOL COLORS: The school colors are Carolina blue and silver.

SCHOOL MASCOT: The school mascot is the bulldog.



## ***District Mission Statement of Non-Discrimination***

### DISTRICT VISION

We envision a learning community committed to the continuous pursuit of excellence and equity and dedicated to enriching the lives of all students.

### MISSION

Our district's Mission is to provide a world-class and globally competitive education for each student through excellence in teaching and learning, supported by the combined efforts of students, parents, educators, and community members.

### VALUES AND BELIEFS

We, the members of the Sullivan West School Community, believe that educational excellence is a shared responsibility. We believe that excellence is achievable and is always worth the effort. Most importantly, we have a strong belief that all students can learn, and that each individual has unique and unlimited potential. Our values and beliefs serve to guide our actions and behaviors both in the classroom and in the community.

We believe that teaching and learning happens best:

- in a safe and caring environment that fosters positive risk-taking;
- when expectations are high, well-defined and understood;
- when student effort is supported by patience, understanding, and encouragement;
- when staff and community members actively model the characteristics encompassed in the Sullivan West Graduate Profile;
- in a community where respect and civility are practiced by all;
- when students are provided a variety of ways to learn and to demonstrate their learning;
- when barriers to learning are identified, and then removed or overcome.

#### STATEMENT OF NONDISCRIMINATION/ANTI-HARASSMENT

It is the policy of the Sullivan West School District not to permit discrimination or harassment on the basis of race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation or disability in the district's educational programs, activities or employment. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures or language, assault or any other behavior that is designed to annoy, intimidate or cause fear. Bullying and/or hazing of students and staff is prohibited behavior and will not be tolerated at Sullivan West School District.

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, club or for any other purpose. Bullying consists of inappropriate persistent behavior including threats, or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put downs and/or badgering of others. Bullying, similar to all forms of harassment and hazing, are prohibited behaviors.

Common characteristics of bullying:

- Physical – hitting, kicking, taking or damaging a victim's property
- Verbal – using words to berate, hurt or humiliate
- Relational – maliciously spreading rumors, and/or actively excluding a person from the peer group to cause emotional harm

In order to work, play and live as a community, all students must show respect for each other and their differences. Actions or comments based on a person's race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation or disability are called harassment and are not allowed in school. Examples of harassing behaviors include name-calling, inappropriate gestures, offensive remarks, physical abuse, pinching or any other behavior that is designed to bother, threaten or cause fear. If anyone discriminates against you or harasses you, tell your teacher or see Mr. Carbone or Mr. Haberli.

Bullying and/or hazing of students and staff is prohibited behavior and will not be tolerated at Sullivan West School District.

## ***Admission & Attendance***

### **ADMISSION OF STUDENTS**

Admission of Students-Transfers: All students who enter Sullivan West Central School must present proof of birth, health records and residency. Registration will take place in the Registrar's Office located in the Elementary School. Please make an appointment by calling Ms. Gardner at (845) 482-4610 ext. 3006.

Student Registration Procedures: If you are new to the District, or are registering your children for the first time, you will need to have certain information with you when you begin the registration process. You will need to show the following:

1. Legal proof of residence such as a lease, rental agreement, copy of school tax bill or a utility bill in your name with a recent date. If this documentation is not available, the district will consider other forms of documentation.
2. Your child's school records if available.
3. Up-to-date immunization records.
4. Proof of student's age.
5. Proof of custody (if applicable).

### **ATTENDANCE**

In accordance with state law and regulations, it is the policy of the Sullivan West Central School District to ensure the maintenance of adequate attendance records. It is our goal to verify the attendance of all children in instruction and to create the means to examine attendance patterns. The District may then develop effective intervention strategies to improve student attendance.

In the Sullivan West Central School District regular school attendance is important to ensure that students have the opportunity to maximize their learning experiences and to learn positive behavior patterns for future life. Parents and students are urged to recognize the need for promptness each day and attendance in all classes throughout the school year regardless of the previous night's activities. Unwarranted absences (those which are not congruent with state regulations for acceptable absences) which especially occur at or near vacation periods, have a highly adverse effect on the student, as well as the entire educational program. When students miss class, they lose the benefits of valuable in-class instruction and form poor habits that often result in problems for them later in schooling and in the work force.

- a. Attendance record keeping shall conform to the following:
  1. Grades including grades 7 through 12, attendance shall be taken in each period of scheduled instruction, with an exception for consecutive periods where classes are in the same room.
  2. In Grades 7 through 12, any absence for a school day or part of a school day shall be recorded as excused or unexcused as provided for in this policy.

3. In Grades 7 through 12, events of tardiness shall be recorded as excused or unexcused as provided by this policy.
  4. In Grades 7 through 12, events of late arrival or early departure shall be recorded as excused or unexcused as provided by this policy.
  5. A record shall be maintained of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances including adverse weather, failure of the heating system or water supply, fuel supply shortage or structural damage to the building, etc.
- b. It is the student's responsibility to obtain all make-up work from teachers upon returning to school. A student will receive one day for each day they are absent to make up their work.

### **Absences**

The Board recognizes the following are excused student absences, each of which must be verified by the student's parent/guardian or school personnel, where applicable:

- a. Personal illness -- More than four (4) consecutive days absence requires a doctor's note.
- b. Death in the immediate family.
- c. Religious observance.
- d. Required attendance in court.
- e. Approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions.
- f. Directed or authorized presence at Administrative Offices or Nurse's Office.
- g. Dental and medical appointments
- h. Military obligations.
- i. Approved cooperative/work study program.
- j. College visitations five (5) (only for juniors and seniors), with the prior knowledge and approval of parents and counselor.

- k. Obtaining learner's permit or attending a road test.

Any absence not provided for on the excused list shall be deemed an unexcused absence unless approval is secured by Building Principal.

**All absences are considered unexcused until a written note is received by the school. Written notes will be accepted up to three (3) days after a student's return to school following an absence. Written notes should include the date and reason explaining the student's absence and can be in an electronic form, as long as notification is provided.**

For the purpose of determining administrative action, the general rule is that all absences excused and unexcused are tallied with the following exceptions:

- a. Suspension and illnesses resulting in homebound instruction as per State Education Law. (Unless the student does not take the instruction).
- b. An ongoing set of medical circumstances, which will periodically cause a large number of absences. As soon as the medical condition is known and before absences begin to accumulate, the parent should initiate contact with the Principal so that a plan that meets the student's needs and protects the attendance standards can be developed. The development of the plan will be the joint effort of a committee and the parent. Confirmation by a physician will be necessary.

### **Students Who Will Be Absent From School:**

1. Parent/Guardian should contact the child's school (Front Desk) on the morning of the absence. For a medically-related absence, the parent/guardian should speak with the School Nurse.
2. Parent/guardian should submit a written excuse for the child's absence upon the child's return to school. If the written excuse is not submitted within three (3) days after the child's return to school, the absence(s) will be recorded as "Unexcused".
3. Parent/guardian should complete and submit an Unexcused Absence Form seven days prior to any anticipated absences. The form can be obtained from the school's Main Office.

### **Late Arrival to School**

Students are required to be on time and in attendance for school every day for which they are registered. Lateness to school will be recorded and appropriate interventions may be applied.

- a. Discussions with student and/or parent/guardian
- b. Discussion with school personnel regarding potential supports

- c. Referral for school and/or community supports if needed

### **Unexcused Absence from School**

Since a good pattern of school attendance is directly related to successful school experience, it is absolutely necessary that excessive absenteeism in school districts be eliminated. Whenever possible, Sullivan West Central School District seeks to identify problems within families and help solve them, with the final stage of that policy being an intervention by the Office of the Sullivan County District Attorney.

- a. Discussions with student and/or parent/guardian
- b. Discussion with school personnel regarding potential supports
- c. Referral for school and/or community supports if needed

### **Absenteeism Prevention**

- a. Parents/guardians shall be notified by telephone and/or in writing whenever a student is demonstrating a trend with regard to absenteeism.
- b. A School official shall be responsible for developing an Attendance Contract with a student who has exhibited excessive absenteeism for the purpose of determining and documenting the reasons which are contributing to the student's excessive absenteeism. In developing the Attendance Contract, the following efforts should be included:

- 1. Discussions with the student's teacher(s)
- 2. Discussions and/or meetings with the student
- 3. Discussions and/or meetings with the student's parent/guardian
- 4. Home visits by the appropriate School staff

### **Attendance Incentives**

The District may design and implement systems at the building level to acknowledge a student's efforts to maintain or improve school attendance, such as recognition and awards at monthly, quarterly or yearly school ceremonies.

### **Responsibilities**

The School District is committed to assist students and their families with attending school on a regular and daily basis. This will be done through a team approach, where working together we can ensure student success.

#### **A. Student Responsibility**

- 1. Attend all classes as scheduled
- 2. Collect and complete all missed work upon return from any absences
- 3. To the extent possible, notify teachers of upcoming known absences and make plan for completion of missed work in advance of the absence



#### B. Parent/Guardian Responsibility

1. Assist student with attending school on a daily basis
2. Communicate with the school in the event of a student's absence

#### C. School Personnel Responsibility

1. Monitor student attendance on a regular basis
2. Communicate with students and families regarding trends in absenteeism
3. Communicate with parent/guardian at appropriate intervals regarding student absenteeism
4. Hold team meetings to discuss and implement interventions and incentives to improve student attendance

### **Lateness to Class/Early Departure from Class**

Students are required to be in attendance for every class and to remain for the entire duration of the class unless official approval has been granted to enter late or leave early. Consequences of these infractions shall be determined by the Building Principal.

### **Appeals Process**

The purpose of having an appeals process is to ensure that there is accuracy and fairness in the application of this policy. After exceeding the absence limit, a student who believes that special circumstances exist may apply to the appeals committee. This appeal must be made within five (5) school days of the student/parent/ administrator meeting. The committee will meet with the student, parent(s)/guardian(s), guidance counselor, teacher(s) and administrator to review the absences and consider the student's documentation. The committee will resolve the matter within forty-eight (48) hours and the decision will be communicated in writing to all parties involved. If the committee denies the appeal, the student may appeal to the Superintendent of Schools within five (5) days of the committee's decision.

### **DRIVING PRIVILEGES JUNIORS AND SENIORS (HS)**

Students who drive to school must complete the process in order to receive a parking permit. They must arrive to school on time. Any violation of any kind related to the Code of Conduct may result in a loss of parking privileges.

### **LATE TO CLASS/EARLY DEPARTURE FROM CLASS (MS & HS)**

Students are required to be in attendance for every class and to remain for the entire duration of the class unless official approval has been granted to enter late or leave early. Consequences of these infractions shall be determined by the Building Principal.

### PERFECT ATTENDANCE

To be recognized for perfect attendance, the student must not have any absences, tardiness and/or early departures unless they are due to college functions that are only available during school hours. Written documentation from a college official must be submitted upon returning to school.

### *Instructional & Instructional Resources*

#### ACADEMIC MISCONDUCT

A student who engages in academic misconduct shall receive a grade of zero for the work or examination. Academic misconduct includes, but is not limited to: talking, taking or passing notes during a test or exam, looking at someone else's paper, permitting someone to look at your paper, plagiarizing, or using crib sheets. Parents will be notified by the teacher.

#### ADVANCED PLACEMENT (AP) (HS)

Sullivan West encourages all students to pursue a challenging academic program. In order to be eligible to enroll in our Advanced Placement Courses students must:

- Achieve a minimum score of 85 or better on the highest level Regents exam prior to AP enrollment including, but not limited, to the following:
  - English 11, US History, Chemistry, Math B, Pre-Calculus, and Global Studies.
- Achieve a minimum average of 85 or better in the content area.
- Successfully complete Pre-AP summer assignments.

#### ASSEMBLIES

Student assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are often held to provide recognition of student accomplishments by peers, parents and staff members. Assemblies will be appropriate to the educational experience, as defined by the Sullivan West Board of Education, and reflect our school's educational mission.

Students are reminded of proper conduct at assemblies to ensure responsible audience participation. High standards of courtesy and student cooperation are expected in order to ensure successful assembly programs. Teachers will escort their classes to the auditorium and will remain with them. Whistling, booing, stomping of feet and other forms of boisterous and unruly behavior will not be permitted.

#### BRING YOUR OWN DEVICE/ELECTRONIC DEVICES (MS & HS)

As technology becomes increasingly useful as an educational tool, districts wrestle with monitoring the appropriate use during the school day. In order to serve the needs of our students, the Sullivan West High School has created the conditions under which students may utilize electronic devices in an academic setting. To "Bring Your Own Device" students must comply with the following:

1. **RED ZONE** – All personal Electronic Device Use Is Prohibited during School Hours – bathrooms, locker rooms, including a student leaving a room for the sole purpose of using an electronic device.
2. **YELLOW** – Personal devices can be used with Teacher Permission under certain circumstances – All classrooms, offices and library.
3. **GREEN ZONE** – Cell Use Is Permitted for Students in the Café (including outside during lunches) and hallways.
4. Any questions regarding the appropriate use of an electronic device not specifically addressed will be decided by the Building Principal and Dean of Students.

Students who violate the terms and conditions of the appropriate use of technology will be subject to the following:

1. First Offense: Student receives a verbal warning. A referral will serve as written notice to the parent/guardian. The teacher will confiscate the device and the student can retrieve it at the end of the school day.
2. Second Offense: The device is confiscated by the teacher and delivered to the main office. A referral will serve as written notice to the parent/guardian, who will be expected to pick up the device at the end of the day.
3. Appropriate progressive discipline measures will be implemented upon other offenses.

**\*\*\*\*DUE TO THE SEVERITY AND NATURE OF THE INFRACTION\*\*\*\***

**Any student who uses a device for any illegal activity or to photograph another student will have the device confiscated immediately and the student will face the disciplinary consequences contained in the Student Code of Conduct.**

CHARACTER EDUCATION

The Sullivan West School District works in partnership with parents to maintain a learning and working environment that supports positive student attitudes and the character development of its students. Character development will reflect and reinforce character and civic values such as honesty, integrity, responsibility, hard work, and respect for others. Parents, students, and the school community will work together to teach, promote, and model ethical behavior. The Sullivan West School District will reflect and reinforce positive character traits that embody community values and promote principles of fairness and justice.

DISTRICT WEBSITE [www.swcsd.org](http://www.swcsd.org)

Sullivan West Central School District's website is an opportunity for the school district and staff to showcase learning, events, activities and accomplishments of students and staff to the world through the Internet. It is also a direct informational link to parents and community members.

Creators of web pages on the Sullivan West website need to familiarize themselves with, and adhere to, the following website guidelines in order to receive and retain authoring privileges on

the district website ([www.swcsd.org](http://www.swcsd.org)) or to have an independent website linked to the district website.

Students may create new web pages or modify existing web pages only as part of a classroom or club activity with the authorization of a designated staff member that are to be linked to the district's website. The web pages may only be placed on the district web server with approval from the network administrator.

#### DROP OFF AND DISMISSAL PROCEDURES (ES)

Our goal is to provide a safe entrance into the building and an exit from the building school for all students. During bus loading and unloading, vehicles are not allowed to enter the '94 parking lot. Times are stated on the sign located at the entrance of that lot. If the buses are parked in these areas, no one is permitted to enter this area, or pass the parked school buses. No one is permitted to park in this area at these specified times or during an early or emergency dismissal.

The area in front of the '38, '61 and '94 buildings is a high priority, off limits area, during unloading and loading of buses. No one is permitted in this area between 8:15 AM until 8:45 AM and then between 2:30 PM and 3:45 PM

Students should never be dropped off in front of the '38 building. Vehicles may not enter the parking lot in front of the '38 building at any time (bearing right at the building from the '38 Schoolhouse Road entrance.)

#### TRAFFIC PATTERNS (ES)

Sullivan West has very little space available during bus arrival and pick-up times. In order to maintain a safe environment for students, this traffic pattern has been developed to accommodate parents who drop off their children in the morning and pick them up at the end of the school day. See map in Appendix C. Vehicles should enter the '38 parking lot from Schoolhouse Road, bearing left at the building. After passing the '38 Gymnasium, traffic should bear to the right, circle around the parking lot and stop where the staff members are stationed. At arrival time (8:20 AM) the staff members will take the child from your car at the student drop off point and direct him/her to the '61 cafeteria entrance. At dismissal, (3:27 PM) staff members will also bring students out of the building from the same point. You do not need to exit your vehicle to pick your child up. Traffic should again flow around the parking area to the right and stop at the '94 entrance by the '38 field at the student drop off point. Students will be escorted to the awaiting parent's vehicle and the staff member will ask the parent to sign the child out of school.

**No vehicles should be parked in handicap spots without appropriate identification. No vehicle should be parked in Fire Lanes. No vehicle should exceed a driving speed of 5 miles per hour while on campus. Failure to follow traffic rules may result in a warning sticker, a ticket, and/or towing.**

If you feel that you need to escort your child to the door or pick him/her up in the foyer, please feel free to park in the '38 parking lot by the entrance on Schoolhouse Road and walk to the designated area. Students must be signed out at dismissal. (See map in appendix.)

#### END OF SCHOOL DAY (ES)

Students are expected to proceed directly to their buses at the end of the school day. They are not permitted to loiter in the halls or the parking lot.

#### FLAGPOLE DISMISSAL (ES)

All walking students who are dismissed at the flagpole must be picked up by an adult in person—if the adult is too far away and cannot be identified, the child will not be released.

#### DRIVER EDUCATION (HS)

In accordance with state law, the high school offers instruction in the safe and lawful operation of motor vehicles. Students with a driving permit may register for driver education. Classroom training will be provided by a person approved by the State Education Department and the commissioner of motor vehicles. Driver education classes are traditionally offered during the summer but may be offered during the school year on Saturdays based on teacher availability.

#### INTERNET SAFETY

The Sullivan West School District is committed to safeguarding children's access to the Internet and World Wide Web on district computers. Although Sullivan West cannot totally guarantee the effectiveness of selected filtering and blocking technology, the district will use such measures that block or filter Internet access to visual depictions that are obscene or otherwise harmful to minors, as defined in the Children's Internet Protection Act.

#### INSTRUMENT RENTAL

The students and their parents are responsible for all rental fees, for the proper care of the instruments, and for the completion of all necessary rental forms. All instruments will be delivered to the school by the rental agent. The band director will record the students' names, the make of the instruments, their serial numbers, their conditions, and the date of assignments to the students. The band director will label all music cases with the students' names. The students and their parents are responsible for returning the instruments to the band director. Upon receipt of the instruments, the band director will check and record the make of the instruments, their serial numbers, their conditions, and the date of their return. A return receipt will be issued to the students or their parents. The students and their parents are responsible for any remaining rental fees and repair fees dues to damages.

#### LIBRARY

The library hours are during the school day. The library is to be used for research, borrowing books, using computers, or reading quietly. Students may come to the library during their study hall and lunch by signing up and obtaining a pass. Materials in the library circulate for a specific

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

### LOST AND FOUND

All textbooks or other articles found in the building, on school grounds or on school buses should be taken to the main school office promptly. It is recommended that names be placed on all articles to facilitate returning them to their owners. In the event of any loss, students should check with the main office immediately. Items will be maintained in the lost and found area for no longer than 10 days.

### PASSES – HALL (MS & HS)

Students assigned to a class or study hall are not permitted in the halls without a corridor pass unless accompanied by a teacher. Students may leave classrooms with teacher permission accompanied with a pass, or if they have a pass from the office prior to going to class. Students may leave study halls to go to other teachers' rooms only if they have obtained a pass from the teachers before the period begins.

### PASSES – LEAVING SCHOOL (MS & HS)

Students are not permitted to leave the school building at any time during the school day without permission from the appropriate office. If they must leave because of an emergency, they are to report to the main office or counseling office immediately. Students are encouraged to schedule appointments for medical or dental care or personal business after school hours. If they must leave school for an appointment, they are to bring an excuse to first period on the day they are to be excused. This excuse, signed by a parent or guardian, should include the time the student is to be excused, the nature of the absence, and the doctor's name.

Upon returning to school from an appointment, the student must report to the front desk for a pass and then proceed to class.

### PHYSICAL EDUCATION (ES)

The following suggestions for students are recommended by the Sullivan West Elementary Physical Education Department. They are intended to promote a satisfactory learning environment for the students and ensure the safety of each student:

1. Clothing should allow students to move without restrictions and must comply with the dress code.
2. Clothing should be appropriate for the weather. Students should wear socks and dress to go outside on cooler or warmer days.
3. Students are encouraged to wear protective devices for corrective lenses. Goggles will be made available.
4. Students are encouraged to label their clothing and equipment.



5. Sneakers should lace up tightly and be conducive to running. Sneakers with platforms, roller blades, open backs, decorations or loosely tied sneakers will NOT be permitted. Also, sneakers that could injure another student or damage the gym floors will not be permitted.
6. Shin guards are available for soccer and floor hockey.
7. Dangling earrings are prohibited.
8. Jewelry should not be worn during PE class.
9. Students should report all injuries to the teacher.

### PHYSICAL EDUCATION (MS & HS)

Physical education is required for all students. It is expected that students will come to class properly attired and that they will wear sneakers or gymnasium shoes while playing on the gym floor. No diploma can be issued to a student who fails to participate in physical education. Students who miss classes because they come to school unprepared (no physical education attire) will receive a zero for the day. Medical excuses must indicate both limitations and allowable activities in which the student may participate.

### POLICE – INTERVIEWS OF STUDENTS BY POLICE

Police authorities may interview students on school property or use school facilities in connection with police work. If a warrant is issued for the arrest of a student on school property, the administration will grant the release or the interview of the student. If a crime is committed on school property, school officials will notify the appropriate police authorities regarding the event and give full cooperation in any investigation. All interviews with students will be conducted in the presence of a school administrator.

### POSTERS

Posters, announcements or displays of any type may be exhibited in the school on bulletin boards, or tiled surfaces for school events only. Advertisements for profit-making organizations or private interests are prohibited without prior approval from the administration.

### STUDY HALLS

Students who are not participating in classes will be assigned to study halls. The following study hall rules will be observed:

1. Study hall is designed for study/study work purposes only. No talking is permitted in study halls without explicit permission from the study hall teacher. Students should be prepared to do work during study hall. Only one student may be permitted to leave the study hall at a time.
2. Students who wish to see a teacher during study hall must secure a pass from that teacher prior to the study hall.
3. Study halls will not be taken outside.

4. Students failing any subject are not permitted passes out of study hall, except to academic assistance in the classes they are failing.

### TRADING CARDS

The following rules apply to all trading cards, which include but are not limited to Yu-gi-oh, Pokémon, Digimon, Duel Masters, and any other collections of cards:

- Cards cannot be traded
- Cards cannot be sold
- Cards cannot be used for gambling purposes
- Rules for having cards in the classrooms include all of the above and any other rules that an individual teacher determines
- Cards must be in bookbags on the bus
- Cards may be taken to recess, but must remain in their container (binder, rubber band, etc.) during lunch
- Trading Card use is at the risk of the individual student; if misused they will be taken away
- If Trading Cards become a larger distraction, the school reserves the right to prohibit them in school and will communicate with families accordingly.

### VISITORS

All persons who have legitimate business at our school are welcome. All visitors, volunteers, and parents who enter the school during school hours are to bring their driver's license and register with the front door greeter and follow her direction immediately upon entering the building. To minimize the disruption caused by a student leaving a classroom, the front door greeter will call the child to the office for dismissal. For safety purposes persons visiting the school will be required to wear school supplied visitor tags. Upon completion of each visit the tag should be returned to the front door greeter.

**Elementary:** the visitor entrance is the '94 door with the covered walkway. The visitor parking is the strip just across from the covered walkway.

### VISITING PETS

We do not encourage students to bring pets to school. If your child wants to bring a pet to school for a short visit he/she must receive permission from the classroom teacher and administration. Parents may bring the pet to school in the appropriate cage and return the pet to their home after the visit. Students are not permitted to transport any type of animal on the school bus. For the safety of our students any animal brought to school must have all the required vaccinations.

### VISITORS-STUDENTS' FRIENDS/RELATIVES

Students are not permitted to bring friends or relatives to school per school policy. There are many reasons for this regulation, including insurance problems, transportation, and overcrowding of certain classes. Bus drivers have been instructed not to transport any "non-students" to school. The school will not assume responsibility for such trespassers.

### VOLUNTEERS (ES)

Volunteers are a wonderful support for the students and Sullivan West Elementary appreciates the active community members who help within our school. Volunteers should fill out a “Volunteer Application” every year. A Volunteer Application needs to be on file in the main office for any person wishing to chaperone field trips, become a recess monitor, or assist in the classroom with parties of special projects. Please fill out and return the application as soon as possible. No one will be allowed to volunteer until the application is approved.

### *Grading and Promotion*

#### CURRICULUM (ES)

Our curriculum at Sullivan West Elementary is developed using the mandated New York State Next Generation Learning Standards. Many forms of data, including the New York State Assessments, are used to review our curriculum maps. This analysis helps us to determine the areas in our curriculum that are very strong and those we need to strengthen. For this reason, our curriculum maps are living documents, constantly being updated to reflect the needs of the students. As we complete our curriculum maps, they will be posted on our website ([www.swcsd.org](http://www.swcsd.org)) for your information. The maps will be updated as necessary.

We are committed to the philosophy that all students can learn. To this end, our goal is to differentiate our units and lessons to meet student needs within each classroom. While all students are learning the same skills and working toward the same goals, they may be each doing so in a way that best meets their needs (i.e., learning style.) Some students may need to see or hear the skill or concept as it is being taught, while others must be provided with an experience that is more active or hands-on.

Our curriculum may include opportunities for students to attend field trips or assemblies to learn or experience the information that is (or will be) presented to them in class. These opportunities are excellent and exciting learning tools, often providing memories that will last a lifetime. To make these experiences enjoyable for all please refer to the “School-Wide Expectations.”

#### NEW YORK STATE ASSESSMENTS

Students in grades 3-8 will take mandated New York State Assessments. Once the assessments have been graded, the school district is given a report which shows how well each student did on each standard. Based on this information, the district can target specific areas of need; through Academic Intervention Services for individual students or by improving curriculum for all students. Parents are notified of their child’s state assessment scores and they are posted to the portal.

<b>Assessment/ Grade Level</b>	<b>Type</b>	<b>Dates</b>	<b>Make-Up Dates</b>
<b>ELA</b> Grades 3 through 8	Paper based	April 10, 2024- April 12, 2024	Make-ups must be given within the testing window
	Computer based		
<b>Mathematics</b> Grades 3 through 8	Paper based	May 7, 2024- May 9, 2024	Make-ups must be given within the testing window
	Computer based		
<b>Science</b> Grades 4 and 8	Performance Written	April 8, 2024- May 17, 2024	Make-ups must be given within the testing window

### DIBELS

Kindergarten and first grade students will be assessed using the Dynamic Indicators of Basic Early Literacy Skills. The literacy skills include phonemic awareness, phonics, comprehension, fluency and vocabulary. Each grade level has specific skills that students must master in order to become good readers by the end of first grade. Benchmarks will be done 3 times per year (September, January and June) and students who are at-risk will be assessed on a weekly basis. This information is used to revise teaching and/or design individual interventions to improve the student's skill level in any weak areas. Your child's teacher will be able to answer any questions regarding this assessment.

### IREADY TESTING

To assist our teachers in assessing student levels and progress, the computer-based iReady assessment is administered. The assessment is completed during class time and the teacher receives and can interpret the results shortly after completion. Teachers administer iReady three times a year; during the opening weeks of school, January and May. Students may also complete iReady lessons as interim assessments. This allows the teacher to assess student strengths, weaknesses and tailor lesson plans to meet the needs of students. If you have any questions pertaining to iReady, please contact your student's specific classroom teacher or guidance counselor.

### REGENTS EXAMS-(HS)

New York State requires students to successfully complete 5 Regents to earn a Regents Diploma.

- Scores of 65 or better must be earned in the following areas: 1 Math; 1 Science; ELA, Global History and US History.
- To earn a Regents with Honors, a student must earn a score of 90 or better on the 5 required Regents.
- To earn a Regents with Advanced Designation a student must earn a 65 or better on 8 Regents; 3 math, 2 science, ELA, Global History and US History.

New York State does have alternate pathways to graduation as well as making accommodations for students with disabilities. Please contact your student's school counselor for details specific to your student.

#### RESPONSE TO INTERVENTION (RTI)

This process (RTI) helps schools monitor students who are having difficulties acquiring necessary skills. Teachers who have concerns about a student's progress work with their grade level teams to develop goals and interventions based on the student's areas of weakness. The student is provided interventions by the classroom teacher and is assessed periodically throughout a five- to six-week time frame. The teacher and their team meet after the time frame to determine whether progress has been made. The team then decides what happens next (i.e. change the interventions, keep them the same, end the interventions, refer the student to the IST.)

#### INSTRUCTIONAL SUPPORT TEAM (IST)

An Instructional Support Team (IST) is available to assist our students in school. The IST is a team of administrators, parents, teachers, and support personnel. They discuss and agree upon possible interventions to be used with students experiencing academic and/or behavioral difficulties. The team is required to continue collecting data as part of the Response to Intervention process. The team can recommend that students receive other supports not generally available to every child in the school, such as counseling. The team can request further testing if necessary, in order to determine if a student qualifies for Occupational Therapy or Speech Services. Students can also be assigned Academic Intervention Services through this team. The amount of recommended support will depend upon the needs of the child. The Instructional Support Team meets at least once every month. Parents are an important part of this team and will be notified in writing of the date and time the team will meet about their child, should a meeting be necessary. Occasionally, a student will need to be referred immediately to the IST, but most often, the process should be started in conjunction with grade level teachers. This process may result in a referral to the Committee on Special Education.

#### ACADEMIC INTERVENTION SERVICES (AIS)

The District shall provide Academic Intervention Services (AIS) to students who have been identified as being at risk of falling below the New York State Learning Standards in English/Language Arts, Mathematics, Social Studies and/or Science. A student's eligibility for academic intervention service will be determined based on his/her performance on state assessment examinations and/or in accordance with District assessment procedures. Such services may include additional instruction services and/or student support services. Parents will be provided with a notice stating why their child is eligible, the student's goals, provider's name, and level of service. Services may be provided by the classroom teacher, AIS teacher or other support personnel. Updates will be mailed home only to those who request in writing; otherwise they will be put on the Parent Portal. Students can be dismissed from services throughout the year as they

meet their goal(s.) Students in second to fifth grade will be given math and ELA assessments in June in order to place students into groups for Academic Intervention the following September.

#### PROGRAMS FOR STUDENTS WITH DISABILITIES

Students with disabilities are entitled to receive at public expense, special education related services and/or supplementary aids and services as necessary to ensure a free appropriate public education in the least restrictive environment, appropriate to meet their individual needs. Each student identified as having a disability will have access to the full range of programs and services of this school district, including extra-curricular programs and activities, which are available to all other students enrolled in the District. Parents who desire information on these programs and services should contact Pupil Personnel Services at 482-4610 ext. 3011.

#### PROMOTION (ES)

Students who have met grade level expectations will be assigned to the next grade level beginning in the fall of the next school year.

#### RETENTION (ES)

Retention of students at a grade level for an additional year may be appropriate in rare circumstances. Before the decision is made, the following steps must have been followed:

1. Documentation of the interventions and data.
2. Parents are informed by the teacher about a concern with the student's progress by February.
3. The Instructional Support Team will meet to discuss the retention as a possible option. The IST will determine additional interventions.
4. At least one follow-up meeting must be held to look at student progress before the retention decision is made by the team.
5. If the parents do not attend the final IST meeting, the teacher will set up a formal meeting with the parents to inform them about the retention.
6. The main office will send a letter to the parents following this conference. The parents will sign and return the consent to retain which will be kept on file.
7. In some cases a child's attendance and success in summer school may be required in order to be promoted to the next grade level.

#### CLASS PLACEMENT (ES)

The goal of our school is to form heterogeneous groups in each of our classrooms. Requests based on personal preference will not be considered. If there is a personality conflict a letter must be sent to the principal before May 1st. Parental requests for a specific teacher will not be granted. Placement is final.

#### HOMEWORK CONTRACT

Homework is an extension of the learning which takes place in the classroom and is given to reinforce the student's learning. It is up to the teacher's discretion if a child needs a homework



modification plan. Sometimes a child will spend less time and sometimes a child will spend more time. Contact your child's teacher if your child is having difficulty completing homework assignments in a timely fashion.

### BEHAVIORAL EXPECTATIONS & DISCIPLINE (ES) POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

In an effort to provide instruction in civility, citizenship and character and create a more effective learning environment for all students, Sullivan West Elementary School has implemented Positive Behavior Interventions and Supports. The goal of PBIS is to develop school-wide systems that support staff to teach and promote positive behavior in all students and allow for more time on academics without interruptions. This is a process directed toward developing and maintaining safe learning environments which is specific to the culture and learning environment of Sullivan West Elementary School.

In accordance with this goal in our seventh year of PBIS, Sullivan West Elementary School consistently reinforces four school-wide expectations for all students:

1. Be Responsible;
2. Be Respectful;
3. Be Safe;
4. Be Kind.

These expectations are listed on the "School-Wide Expectations" and represents a vision of proper behavior in every setting throughout the school environment as well as on the bus. Lessons and visuals are developed to help students understand the expectations and practice the behaviors.

Data from our first two years of PBIS have shown that the number of behaviors problems decreased dramatically as compared to the previous year. The result is that time spent learning increases and learning is what school is all about!

### PROMOTION (MS & HS)

#### PROMOTION TO GRADES 8 & 9

All seventh and eighth graders who fail any core academic subjects (English, Social Studies, Science, Math) should plan to attend summer school. The District will try, whenever possible, to offer its own summer school program. All summer courses (including those taken in Sullivan West Summer School and those in out-of District Summer Schools) may be taken for credit by Sullivan West students only with the prior approval of the principal.

For all Seventh Graders: If by September 1st following seventh grade...

- you've taken and passed all four academic subjects (including approved summer courses);
- you're promoted to eighth grade with no stipulations.

- you've taken and passed three academic subjects (including approved summer courses); you're promoted to eighth grade though you still need to take and pass the failed seventh grade subject.
- you've taken and passed two or fewer academic subjects (including approved summer courses); you're retained in seventh grade and still need to take and pass the failed seventh grade subjects.
- Each student's case will be reviewed prior to determining subject/grade retention. The principal reserves the right for final determination.

For all Eighth Graders: If by September 1st following eighth grade...

- you've taken and passed all four academic subjects (including approved summer courses); you're promoted to ninth grade with no stipulations.
- you've not taken and/or passed all core academic subjects (including approved summer courses); you're retained in eighth grade and must take and pass the failed eighth grade subject(s).
- each student's case will be reviewed prior to determining subject/grade retention. The principal reserves the right for final determination.

#### PROMOTION TO GRADES 10, 11 & 12

- Students entering Grade 10 – 5 ½ units of credit
- Students entering Grade 11 – 11 units of credit
- Students entering Grade 12 – must be able to include in their school schedule all units of credit required for graduation the following June.

SCHOOL-WIDE EXPECTATIONS (ES)

Setting

		<b>Cafeteria Level #2 voices</b>	<b>Cafeteria Food Line Level #1 voices</b>	<b>Drills Level #0 voices</b>	<b>Bathroom Level #1 voices</b>	<b>“QUIET” Assembly Level “0” voices</b>	<b>Recess/ Playground</b>
<b>Expectations</b>	<b>Be Responsible</b>	*Clean up your area. *Raise your hand for all requests including the need to get out of your seat. *Have your number and money ready when buying lunch and/or snacks. *Eat your own food.	*Stay to the right in a single line. *Have your number and money ready.	*Pass the door to the person behind you. *Exit quickly.	*Report any problems to an adult. *Use proper receptacle. *Flush. *Wash hands.	*Arrive on time. *Exit assembly area at “0” voices. *Sit in designated area, only.	*Use the bathroom before going outside if necessary. *Line up quickly and quietly at “0” or “1” voice. *Follow area rules. *Dress appropriately for the weather. *Use equipment properly and put away when finished.
	<b>Be Respectful</b>	*Use manners. *Wait your turn. *Keep hands, feet and objects to yourself. *“G” rated language @ level “2” voice.	*Keep hands, feet and objects to yourself.	*Keep hands, feet and objects to yourself.	*Keep the bathroom clean and graffiti-clean. *Respect other’s privacy.	*Listen carefully. *Remain at “0” voices during the presentation. *Applaud when appropriate.	*Be respectful of other people’s belongings. *Use kind words. *Play with consideration, fairness and encourage cooperative play. *Use “G” rated language. *Keep hands, feet and objects to yourself.
	<b>Be Safe</b>	*Follow all adult directives. *Watch for the “O” voice level signal from adults. Students with a pass will leave according to directions. *Line up slowly and quietly when your class is called.	*WALK *Follow adult directives	*Follow adult directives. *WALK	*Wash your hands. *Use equipment and supplies appropriately.	*Follow adult directives. *Keep hands, feet and objects to yourself. *Stay seated. *Walk.	*Follow adult directives. *Play fairly and by the rules. *Use playground equipment appropriately. *Be watchful of other students.

SCHOOL-WIDE EXPECTATIONS (ES)

Setting

		<b>Hallway Level #0 voices</b>	<b>Bus Level #1 voices</b>	<b>Afternoon Dismissal Level #1 voices</b>	<b>After School Assembly Level #0 voices</b>	<b>After School Club/Activities (Voice Level to be customized accordingly)</b>
<b>Expectations</b>	<b>Be Responsible</b>	*Walk in a single line and stay to your right. *Go directly to your destination.	*Be at the bus stop at least 5 minutes before pick up time. *Keep the center isle clear of objects and your body. *Report problems to the driver.	*Line up quietly. *Walk single file and to your right. *All personal belongings that are going home are to be ready and packed up.	*Arrive on time. *Remain in designated area. Be good role models by adhering to expectations. *Pre-pay/register when possible.	*Be on time. *Go directly to assigned area. *Bring appropriate materials/supplies.
	<b>Be Respectful</b>	*Silent greetings to other students and adults. *Respond to adults with #1 Voice level.	*Use only “G” rated language. *Keep your hands, feet and possessions to yourself. *Clean up after yourself.	*Remain in orderly line.	*Follow adult directives. *No food or drink in assembly area. *Listen carefully. *Applaud when appropriate.	*Follow club expectations. *Voice level as directed. *Keep hands, feet and objects to yourself.
	<b>Be Safe</b>	*Follow adult directives. *Keep hands, feet and objects to yourself. *Use stairs ONE step at a time.	*Follow all safety rules. *Follow driver’s and assistant’s instructions. *Wait calmly at the bus stop. *Stay seated while the bus is in motion.	*WALK *Hands, feet and objects to yourself. *Use bathroom prior to boarding bus, if necessary. *Follow adult directives. *Pass the door.	*Parent/Guardian to supervise child’s behavior at all times. *WALK	*Follow adult directives. *Enter and exit using voice level #1. *Use materials appropriately.

## ***Extra-curricular Activities (MS & HS)***

Extracurricular activities in the Sullivan West School District are an extension of the academic environment. These activities are supported by the school district because they contribute in a positive manner to the overall development of the student. However, since participation in extracurricular activities is a privilege, not a right, it is essential that **all students involved in all extracurricular activities** follow rules and regulations which will insure their academic as well as extracurricular success. With this in mind, the following policy has been established for all students in any extracurricular activities in grades 7-12.

### **FIELD TRIPS**

Sullivan West students will have the opportunity to participate in field trips throughout the year. Students are expected to follow the same rules as when they are in school.

- All students are eligible for field trips.
- Notice of field trips will be sent in advance stating the time, place and date of the event.
- Students should bring a bagged lunch or buy one from the cafeteria.
- If a student is sent home from a field trip due to unacceptable behavior or conduct, the parent/guardian of the student will be notified to pick up that child from the event. The school reserves the right to impose additional consequences.
- All students must leave school and return to school with the group on all field trips.
- Chaperone guidelines will be distributed prior to each field trip. All chaperones must be school-approved volunteers.

### **EXTRA-CURRICULAR ACTIVITIES – (ES)**

#### **AFTER SCHOOL ACTIVITY (ES)**

After school: To participate in an after-school activity, students must bring permission slips from home to the main office. Parents are expected to pick up their children promptly at the end of the program. Students should be signed out in the '94 Foyer if they are picked up at school.

Parents should not give this permission unless a staff member grants prior approval, as these students must be under their supervision. They are to remain in the designated activity area. Loitering in or about the school building is prohibited. Students are permitted to attend after school activities only if they are in attendance a full day on the date of the activity unless prior approval from the administration was granted. Such approval may be given for extenuating circumstances or educationally related activities.

Transportation: Students in grades 4 – 6 will have the option of riding the late bus to a variety of locations, including Main Street in Callicoon, Narrowsburg Pete's Market or the Jr.-Sr. High School at Lake Huntington. Parents are to pick up their children at these stops promptly as the bus will not wait for parents to arrive.

Clubs: Students have the option of participating in several different clubs after school. Students must sign up when the club begins and have a bus note for any day they are required to be

afterschool. Students will not be allowed to remain after school without a bus note. These clubs include: Art, Chess, Drama, Garden, Memory Book, Running, Science/Nature. (These may be subject to change and may not be offered.) Students may access the late bus with a written permission from their parent/guardian.

Detention: Students may be assigned detention as part of our discipline and homework policies. Students who are assigned detention are not allowed to ride the late bus. Parents MUST pick up their child promptly at the end of detention. Detention hours are 3:30 PM to 5:00 PM

Latchkey Program: The Latchkey Program is an affordable before and after school childcare program. To find out more about this program or if any spots are available, please call the Latchkey Coordinator, Amanda Gruenke at 845-482-4610 ext. 2129. Transportation is not available from this program.

Parent-Teacher Student Organization (PTSO): Sullivan West has a very active PTSO. If you would like more information about this worthwhile organization, please contact the building principal or access the PTSO website through the Sullivan West Elementary website ([www.swcsd.org](http://www.swcsd.org)).

#### EXTRA-CURRICULAR ACTIVITIES – (MS & HS)

##### I AFTER SCHOOL ACTIVITIES (MS & HS)

Students not participating in a school-sponsored function, who wish to remain after their regularly scheduled class periods, must be under the supervision of a staff member. Loitering in or about any school building is prohibited and may result in trespassing charges.

##### II CLUBS & ADVISORS (MS & HS)

The following list presents current student clubs and their faculty advisors. If a student is interested in joining any of the activities sponsored by these clubs, he/she should ask the advisor for further information.

<u>CLUB</u>	<u>ADVISOR</u>
Agriculture Club	Mr. McCarthy
Archery	Mr. S. Scardino
Art	Mrs. Nervegna
Bulldog Bytes	Mr. Murray
E Sports	Mrs. Herbert
Family & Consumer	Mrs. Ruggles
French	Ms. Fox
Game	Mrs. Ruggles
Garden	Mr. Clark



Journal/Writing	Mr. Templeton
Karaoke Club MS & HS	Mrs. Krentz
Lego/Robotics	
National Honor Society	Mrs. Flieger
SAGA	Mrs. Grecco & Ms. Kelly
School Book Store	Ms. Herbert
S.A.D.D. (Students Against Destructive Decisions)	
Science	Mr. Clark
Select Choral Ensemble	Mr. Hoch
Ski	Mr. Billard
Spanish	Mrs. Hubert
High School Student Council	Mrs. Hillriegel
Middle School Student Council	
Video	Mr. T. Scardino
Yearbook Advisor	Mrs. Nervegna
Yearbook Assistant Advisor	Mrs. Love
Yearbook Business Advisor	Mrs. G. Scardino
<b><u>CLASS ADVISORS</u></b>	
Senior Class Advisors	Mrs. Humleker/Mrs. Vobroucek
Junior Class	Mrs. Norden/Mrs. Flieger
Sophomore Class	Mrs. Hubert/Mrs. Hellerer
Freshman Class	Mrs. G. Scardino

### III DANCES (MS & HS)

Dances will generally run from 7 to 10 PM for high school (doors are only open from 7 to 8 PM) and 6:30 – 8:30 PM for grades 7 – 9 (doors are only open from 6:30 – 7:30 PM.) No entrance after that will be allowed unless there has been prior written permission from the administration. There will be a sign-in and sign-out sheet at the door. Any student who has been referred to a disciplinary hearing and/or conference may not be permitted to attend a dance depending upon the results of the required conference and/or hearing. We have a closed dance policy and the following applies to this policy:

- SW students may only sign in one non-SW student
- The SW sponsor must be at the dance before the non-SW student
- All sign-ins must be done two days prior to the dance
- Non-SW students will be checked for discipline problems
- SW students are responsible for their guests

- Any student refused entrance for any reason must leave if they have their own transportation. If students do not have their own transportation, they will call their parents and sit in a room with a chaperone until their parents arrive.
- If students leave the building, they will not be allowed back into the dance.
- Students will be asked to leave the dance if they violate any rules described herein.

#### IV AFTER SCHOOL ACADEMIC ASSISTANCE (MS & HS)

After school academic assistance for students in grades 7-12 is offered in the four core areas on Tuesdays (English and Math) and Thursdays (Science and Social Studies). In addition, Spanish and French tutoring will be held once a month. Students will have access to the late bus which stops at several locations, leaving the main campus at 4:45 pm. Students will sign up in the Middle School Main Office for these programs. Please encourage your students to take advantage of these tutoring opportunities.

#### V EXTRA-CURRICULAR ATHLETIC GUIDELINES (MS & HS)

Extracurricular activities in the Sullivan West School District are seen as an extension of the academic environment. These activities are supported by the school district because they contribute in a positive manner to the overall development of the student. However, since participation in extracurricular activities is a privilege, not a right, it is essential that **all students involved in all extracurricular activities** follow rules and regulations which will insure their academic as well as extracurricular success. The following guidelines have been established for all students in any extracurricular activities in grades 7-12.

##### ACADEMIC ELIGIBILITY PROGRAM

Students failing two subjects are ineligible. Seniors failing one subject that is required for graduation and or failing any two subjects are ineligible.

Teachers can remove students from the failure list any day prior to the beginning of 4<sup>th</sup> period if that student improves his or her status to passing.

The Sullivan West academic eligibility program is attached to athletics, all club activities, color wars, parking privileges during the school day and senior lounge privileges. Our eligibility program is not attached to spectatorship.

Athletes who are ineligible are required to attend team practices and contests but will not participate.

#### 1. **Health Habits**

Participants of extracurricular activities shall observe good health habits both in and out of school. These recommendations include getting proper rest, eating a well-balanced diet, and avoiding the use of body-enhancing supplements. Use or possession of tobacco products, alcoholic beverages, and controlled substances is prohibited.

Extracurricular participants in violation of our use and possession policies on tobacco products, alcohol and controlled substances are subject to the following

**A. Tobacco**

1. First Offense - 25 Calendar days suspension from all activities.
2. Second Offense - 100 Calendar days suspension from all activities.

**B. Alcohol/Drugs**

100 calendar days suspension from all activities as well as a referral for disciplinary action.

**\*Note\*** If a violation of the above health infractions occurs, a student may:

1. Appeal to the Extra-Curricular Committee for re-admission to the activity after 50 days.
2. Have suspensions carried over into the next season/activity
3. Jeopardize receiving his/her awards

**2. Attendance**

School: In order to participate in/attend that day's extracurricular activities, students must be in school for the entire school day (must be present for morning attendance unless prior approval has been secured from the building principal.) All excuses should be approved and must be legal. A "Legal" note is documentation issued by the service provider. All extenuating circumstances must be reviewed and approved by the building principal or athletic director.

**\*Note\*** Absences from extracurricular activity sessions may jeopardize membership and/or receipt of awards.

**3. Inappropriate Conduct/Conduct Unbecoming an Athlete**

If it has been determined that a student involved in or at an extracurricular event has participated in an action that is deemed inappropriate he/she may be subject to discipline in accordance with the student discipline code. The determination of whether an act was inappropriate and disciplinary action is warranted will be determined after review by the Athletic Director and Building Principal.

**3A. Off-Campus Misconduct**

A Student may be subject to discipline for conduct constituting a crime which is committed off of school premises or at non-school sponsored activities to the extent that the Superintendent of Schools and/or Board of Education believes that the continued attendance in school of the student would constitute an endangerment to the health, safety, welfare or morals of the student and/or others in our schools. In addition, any violation of the Code of Conduct committed by a student at a school sponsored activity held off campus will carry the same penalties and consequences as if it occurred on school property.

**4. Extracurricular Travel**

Extracurricular members must ride the bus provided for them to and from events. (This includes manager, statistician and helpers.) An extracurricular member may return with his/her immediate adult family member providing the request is in writing to the coach/advisor. Extracurricular members may not ride to and from events in any other vehicle unless approved by the principal or athletic director.

**5. Leaving a Team / Removal from Team**

**A. Leaving a Team:**

Student athletes are permitted to “leave” a team without penalty if the decision to leave is made within the first 10 days of practice. If an athlete chooses to leave after the initial 10 days, he/she MUST meet with the coach and provide an explanation and that athlete may be prohibited from participation in the following season. The decision will be made within 7 calendar days of the occurrence. All decisions may be appealed to the Extracurricular Committee.

**B. Removal from Team:**

Students who violate the Sullivan West Code of Conduct and/or the Extracurricular Contract are subject to all penalties associated with the Code of Conduct as well as, risking removal from the team. When a student athlete is removed from a team he/she is ineligible to participate in the following sport season. All decisions may be appealed to the Extracurricular Committee.

**6. Post-Season Recognition**

**Modified** – All modified athletes completing their season will receive a “Certificate of Participation.”

**J.V./Varsity** – All J.V. and Varsity athletes will be eligible to earn a J.V. or Varsity letter. In order to be eligible to earn a J.V. or Varsity Letter, student athletes must appear in at least 50% of all the season's contests. (ex: periods, quarters, innings, etc.) Practice is a requirement for all team members and is not used in determining the awarding of a letter. The determination to award a letter is subject to the coach’s discretion and approval of the Athletic Director.

**7. Appearance**

Since students are representing Sullivan West, they are asked to be dressed in a neat and appropriate manner. As per NYSPHSAA Standards no jewelry shall be worn in any sport during practice sessions or during competition.

**8. Sportsmanship**

Athletes are expected to refrain from unsportsmanlike conduct. Discipline will be in compliance with the sportsmanship rules set by Section IX. Further discipline will be up to the discretion of the coach, administration, and/or extracurricular committee.

**9. Equipment**

Athletes are responsible for any athletic equipment/uniforms issued to them. Charges may be made to replace any lost or misused uniform or equipment. No new uniforms/equipment will be issued until the previous season's uniforms/equipment are returned.

**10. In-School Suspension/Out-of-School Suspension**

Students assigned to ISS or OSS are not permitted to participate in extracurricular activities during the day's suspension is in force. The suspension will begin with notification from the building principal and will terminate the morning the student is eligible to return to school.

**11. Injuries**

Any injury that occurs during extra-curricular activities shall be reported to the coaches immediately.

### *Concussion Management*

A concussion is a type of traumatic brain injury. A TBI is caused by a bump, blow or jolt to the head or a penetrating head injury that disrupts the normal function of the brain. Not all blows or jolts to the head result in a TBI. The severity of a TBI may range from “mild,” i.e., a brief change in mental status or consciousness to “severe,” i.e., an extended period of unconsciousness or amnesia after the injury. The majority of TBIs that occur each year are concussions or other forms of mild TBI. Concussions are not only caused by a bump, blow, or jolt to the head that can change the way your brain normally works, but also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth.

Symptoms can vary from person to person, but in general, can affect four distinct areas; thinking and/or remembering, physical, emotional and/or mood, and sleep. While many of these symptoms can appear right away, some may not appear until hours, days, or weeks later.

Symptoms prevalent with thinking and/or remembering can range from difficulty thinking clearly, feeling slowed down, difficulty concentrating, and difficulty remembering new information.

Physical symptoms can range from headache, fuzzy or blurry vision, nausea or vomiting, dizziness, sensitivity to noise or light, balance problems, and feeling tired and having no energy.

Emotional and/or mood symptoms can include irritability, sadness, more emotional, and nervousness and anxiety. Effects on sleep can include sleeping more than usual, sleeping less than usual or just having trouble falling asleep.

Sullivan West is very serious about the health and safety of their entire student - athletes. Therefore, once an athlete is ***believed*** to have received a concussion, whether involved in a school activity or not, the following guidelines will be followed:

1. The athlete will not be allowed to return to play in the current game or practice at all that day. An On – Site Concussion Check List will be completed by the coach.
2. The athlete should not be left alone, and regular monitoring of their condition is essential over the next few hours following the injury.
3. The athlete must stay out of school and rest for 24 to 48 hours. Younger athletes, K through 8<sup>th</sup> grade, should rest for 48 to 72 hours.
4. The athlete must be medically evaluated and released in order to start the Return To Play Protocol. (RTP)
5. Our district return to play protocol must be put into action as soon as the athlete is symptom free and medically released. From the time of injury until the time of final release, the concussed athlete will have their physical education class activity and band activities (if enrolled) altered to meet the R.T.P. requirements.

Parents and legal guardians are encouraged to visit the New York State Department of Health's

website for further information regarding mild traumatic brain injuries or the New York State Education Department.

[http://www.health.ny.gov/prevention/injury\\_prevention/concussion.htm](http://www.health.ny.gov/prevention/injury_prevention/concussion.htm) or

<http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/ConcussionManageGuidelines.pdf>

<http://www.cdc.gov/concussion/sports/>

## 12. **Parent/Spectator/Coach/Advisor Relationship Expectations**

Coaches and parents want their children/athletes to have a positive experience as they participate in the school sports program and activities. Communication between the athlete, the parent, and the coach is the key to accomplishing a positive experience. Certain guidelines are required when situations arise when parents have concerns that they feel they need to discuss with the coach/advisor:

- a. All communications desired by parents should be made by a call to the coach during daytime hours and setting up an appointment. Under no circumstance should a coach be approached before, during, or after a game or practice.
- b. While the student/athlete should be the focus of the discussion, concerns that will not be addressed by the coach are items such as: team selection, playing time, play calling, or other student/athletes.

Sullivan West will not tolerate parents/spectators that knowingly abuse these privileges by seeking out coaches/advisors publicly. Parents/spectators found to abuse this privilege may subject themselves to being removed from the current and/or future events.

## 13. **Assumption of Risks**

**Warning, agreement to obey instructions, release assumption of risk and agreement to hold harmless.**

I am aware that playing or practicing in any sport is a dangerous activity involving many risks of injury. I understand that the dangers include, but not limited to: death; serious neck and spinal injuries which may result in complete or partial paralysis; brain damage; serious injury to virtually all internal organs; serious injury to all bones, joints, ligaments, muscles, tendons and other aspects of the muscular skeletal system; and serious injury or impairment to other aspects of my body, general health and well-being. I understand that the dangers and risks of playing and practicing in any sport may result in future abilities to earn a living and to engage in other business, social and recreational activities, and generally to enjoy life.

Updated 7/1/2017

**SULLIVAN WEST CENTRAL SCHOOL****Parent & Student Consent**

Parents and students should be aware that participating in interscholastic sports could result in potentially serious injury. I have read and understood the Extracurricular Policy as stipulated in the Sullivan West CSD student handbook.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's signature show consent

**Emergency Information**

Sport: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Students Cell Number \_\_\_\_\_ e-mail \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mother's home # \_\_\_\_\_ Work # \_\_\_\_\_

Cell # \_\_\_\_\_ e-mail \_\_\_\_\_

Father's home # \_\_\_\_\_ Work # \_\_\_\_\_

Cell # \_\_\_\_\_ e-mail \_\_\_\_\_

Note: In case of accident or serious illness, I request the school to call the physician indicated and to follow his/her instructions. If it is possible to contact this physician, the school may make whatever arrangements seem necessary.

Local Physician's Name: \_\_\_\_\_

Office Phone # \_\_\_\_\_ Address: \_\_\_\_\_

List two neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Please list any allergies or medical conditions you child has: \_\_\_\_\_

\_\_\_\_\_  
Remarks, directions: \_\_\_\_\_



## **CONCUSSION MANAGEMENT POLICY #7515**

The Board of Education of the Sullivan West Central School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity and can have serious consequences if not managed carefully. Therefore, The District adopts the following policy to support the proper evaluation and management of head injuries.

Concussion is a mild traumatic brain injury. Concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and over exertion until fully recovered are the cornerstones of proper concussion management.

While the district staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, nurses and other appropriate staff will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The school nurse, coach or event chaperone will notify the student's parents or guardians and recommend appropriate monitoring of the injured student.

If a student sustains a concussion at a time when engaged in a school sponsored activity, the district expects the parent/legal guardian to report the condition to the school nurse or sport coach so that the district can support the appropriate management of the condition.

The student shall not return to school or activity until authorized to do so by an appropriate health care professional. The school's chief medical officer will make the final decision on return to activity including physical education class and after school sports. Any student who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider.

The superintendent, in consultation with appropriate district staff, including the chief school medical officer, will develop regulations and protocols to guide the return to activity.

**Adoption Date: June 23, 2011**

## ***Cafeteria Program***

### **BREAKFAST PROGRAM**

Breakfast is available to all students. Breakfast will not be served if school is delayed due to weather or other conditions. Students must eat prior to first period. No breakfast should be taken from the cafeteria. All elementary students will be required to leave the cafeteria by 8:40 am. All high school students will be required to leave the cafeteria by 7:30 AM

### CAFETERIA/FOOD

The school cafeteria is maintained as a vital part of the school's health program. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Please comply with the following regulations: No commercially prepared food can be substituted for lunch unless approved by the administration. Only school cafeteria produced foods and bag lunches are permitted. All students, when scheduled for lunch, are to be in the cafeteria unless they have received permission to leave.

### CANDY SALES

The sale of candy in school is prohibited.

### CAFETERIA BEHAVIOR EXPECTATIONS (ES) - Please refer to "School-Wide Expectations"

Cafeteria: The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Families may apply for reduced/free lunches by completing the appropriate forms and returning them to the main office. In addition to the behavior expectations for the "cafeteria" as listed on the "School-Wide Expectations" matrix students are expected to follow these general rules while in the cafeteria:

- All students, when scheduled for lunch, are to be in the cafeteria unless they have received permission from a supervisor to leave.
- Observe the designated voice levels.
- All students are to line up quietly and orderly while waiting to be served.
- Children will respect and follow the rules no matter who is supervising.
- There is to be no pushing or shoving.
- Students without money will be allowed to charge, but all charges should be paid in a timely fashion.
- Students must sit at assigned tables.
- Students may talk quietly.
- Students are responsible for cleaning their own places, tables and floor in the cafeteria; deposit all lunch litter into appropriate wastebaskets provided for recycling; return all trays and utensils to the dishwashing area.
- Students must ask permission before leaving the cafeteria to go to the restroom.
- All food and drink is to be consumed in the cafeteria unless prior arrangements have been made with a staff member.
- There will be no throwing of food or other inappropriate actions.
- Each student is responsible for his/her own space.

### CAFETERIA RULES (MS & HS)

- Students will take an appropriate spot on the lunch line.
- Trays will be used to take food from the line to the table.
- No more than 8 students may be seated at any table. Students must remain seated during the lunch period.

- When finished, students will bring trays and trash to the designated area.
- All trash/trays/milk containers etc. should be removed from the tables and floors before students will be dismissed to the next class. The cafeteria must be clean for the next lunch period.
- No student should leave the table area until the bell to end the period is sounded.
- Violators will be assigned to detention.
- No hats. They will be removed or taken away.

### LUNCH/BREAKFAST PRICES

Each student is entitled, daily, to one lunch:

PreK-5: \$3.10

Grades 6-12: \$3.35

Breakfast for all students: \$2.35

Milk: \$.75

Extra lunches can be purchased either the first time through the line or by going back. In both instances, the extra lunches will be sold at a-la-carte prices. This means the extra lunches will cost more as there are no state and federal monies to help pay for them.

Students may also purchase extra items in the dining hall such as ice-cream, milk, and cookies. Students will be extended credit in the cafeteria for both breakfast and lunch, but not a-la-cart items. Once a student owes for meals, restitution must be made. Please refer to Policy #5660 *School Food Service Program (Lunch & Breakfast)* on the District's website for more details. For further information, contact the Cafeteria Manager at 845-482-4610 x 2125.

The Free and Reduced Lunch Program can help families with this expense. A form will be mailed home at the beginning of the year. If you and your family qualify for the program, please fill out the form and return it to school. If you receive a direct certification letter from the school, you do not need to fill out the form. You will be notified once the paperwork and process is complete. This form can be filled out anytime during the school year should your financial situation change. This process and these records are confidential.

### FOOD SHARING

The School does not allow food sharing as it can result in life threatening situations for students who suffer from illness and allergies. Your child may not be aware of the serious impact it can have on the other students' health. Therefore, any sharing of food, in school or on the bus, is forbidden and because of the risk to other students, will not be tolerated in school. The only exception would be for a classroom party/school event where sharing is under adult supervision.

### LUNCH AND RECESS SCHEDULES

<b>PK</b>	11:38-12:28	<b>3rd</b>	12:00-12:50
<b>Kindergarten</b>	11:08-11:55	<b>4th</b>	11:46-12:36
<b>1st</b>	11:20-12:10	<b>5th</b>	12:22-1:12
<b>2nd</b>	11:30-12:20	<b>6th</b>	12:22-1:12

### ENERGY DRINKS & SODA

It is strongly recommended that students DO NOT bring “Energy Drinks” or soda to school. The energy provided by consuming these beverages comes primarily from calories. Most drinks contain a high quantity of sugar, caffeine and other stimulants. The caffeine perks people up by making their heart race, which gives them a sense of feeling “energized.” This nervous system stimulation is short-lived; resulting in a “buzz-crash” pattern. These drinks impair children’s sleep, make them jittery, and consume a high calorie count. Children need calcium and vitamin D found in low fat and skim milk.

Gum: Not allowed in school.

### MY SCHOOL BUCKS

Registering for mySchoolBucks.com (to place money on your child’s account)

- You will need your child’s student ID number; you may get this number by contacting your child’s school.
- Go to the district website at [www.swcsd.org](http://www.swcsd.org), then click on **Lunch Menu**; click on the link to mySchoolBucks.com OR go to [www.myschoolbucks.com](http://www.myschoolbucks.com).
- Click Sign Up Today for a free account and enter the required information.
- Click Finish to complete the initial registration process.
- You can put money on your child’s account and see what your child is purchasing.

### RECESS BEHAVIOR EXPECTATIONS (ES)

Playground and/or indoor Please refer to “School-Wide Expectations”

1. Children will respect and follow the rules no matter who is supervising.
2. Students will stop and listen when the supervising staff give signals.
3. Students will finish their food before leaving the cafeteria.
4. Students will not push or shove, or chase students in annoying way. Hands and feet should be kept to oneself.
5. Students will stay in the designated play areas unless permission is given by an adult on duty.
6. Students will speak to an adult if there is a question or problem.
7. Students will not be allowed to hang or swing on branches of trees.
8. Students will not be allowed to throw stones, snowballs, or other harmful objects.
9. Students will not be allowed to use bats, hardballs, or other potentially dangerous sports equipment.
10. Papers are not to be littered on the play areas.
11. Students are encouraged to participate in organized activities, such as kick ball or soccer.
12. We encourage inclusive play during recess.
13. No jumping off of swings. Exercise care when walking in front of, or behind swings.
14. Only one child is allowed on the slide. Students must walk up the ladder only, and wait until the first child is down before sliding.

15. Students using the hanger will slide over once and back and then return to the back of the line.
16. All students dress appropriately for the weather. Outside recess is held unless weather conditions are extreme.
17. Students are not permitted to bring roller skates or skateboards to school.
18. If medical concerns prevent a child from going outside, a written note must be supplied by the parent and/or doctor.
19. Students are to stay in the designated play area.
20. Students will not fight.

### ***Counseling Department – Middle School & High School***

Counseling services are available for every student in the school. These services include assistance with educational planning, occupational information, career services, help with home, school and/or social concerns. Students wishing to see their counselor should contact the secretary in the Counseling office to arrange for an appointment.

MS Counseling Secretary, Mrs. Kristin Scardino, Ext. 1101

HS Counseling Secretary, Mr. Will Hulse, Ext. 1109

### **DROPPING & ADDING COURSES (MS & HS)**

The middle and high school administration encourages parents, counselors, and classroom teachers to become active participants in course selections. We feel all these groups should provide the student with information so that he/she will make an informed decision. It is important to state to the parents of our students that the course selections by our students determine much of our teacher assignments and budget decisions each year. It is for these reasons we wish to stress to our students and their parents the necessity to consider all selections final once the schedule is set in early June.

However, we also know that there will be exceptions of no schedule changing after the schedule has been set. Students can initiate a withdrawal without penalty if one or more of these criteria are satisfied.

1. The student has not met the prerequisite as stated for the course.
2. The student, teacher and counselor agree the student has been enrolled in a course, which is beyond his/her capabilities, and successful completion of minimal course requirements is not likely to occur.
3. The student has failed a course, which needs to be included in the upcoming year's student class schedule.
4. Year-long AP courses are considered full year and students will not be permitted to withdraw during any semester unless justified by serious extenuating circumstances (Administration approval is required).
5. Career and Technical classes are considered full year and students will not be permitted to leave the program early unless justified by serious extenuating circumstances (Administration approval is required).

Any schedule changes after the drop/add date must be approved by administration and could result in an F (failure) or W (withdrawal) on the student's official transcript depending on the circumstances surrounding the change and the timeliness of the request.

#### GRADES – INCOMPLETES (MS & HS)

Students given incompletes should have incompletes changed to grades prior to interim reports for the next marking period. If work is not completed by that time, the students may receive zeroes for all work not completed and an average will be computed.

#### HONOR DESIGNATIONS (HS)

Valedictorian & Salutarian: Academic Ranking of Seniors

Believing that the high academic achievement by students in our senior class deserves public recognition and appreciation, the Board of Education approves the following method for academic ranking and the academic designation:

An unweighted and weighted six, seven, and eight semester computer-generated average will be provided to all graduation candidates and graduates.

Additionally, those students who have attained a seven or eight semester (final) average of 85% or higher will also receive academic honors designation:

1. Unweighted Cumulative Averages will be determined based upon the final grades of all high school courses for which numerical grades have been awarded. This will be a simple and straightforward numerical average generated by the computer.
2. Weighted Cumulative Averages will be determined by giving additional weighting to those courses deemed more rigorous and academically challenging.
  - Group One courses receive a weighting factor of 1.05. They include: Chemistry, Physics, Geometry, Algebra 2/Trigonometry, Pre-Calculus, Foreign Language course beyond level 1, and Sullivan County Community College Dual Credit courses that are pre-approved by the high school principal.
  - Group Two courses receive a weighting factor of 1.10. They include Calculus, Advanced Placement Courses, courses sponsored by four-year colleges and awarding college credit, and other courses pre-approved by the high school principal.
3. Academic Honors Designations – Those students who have achieved a computer-generated weighted cumulative average of 85% or higher will receive academic honors designations as follows:
  - Summa Cum Laude – 95% or higher
  - Magna Cum Laude – 90% to 94.99%
  - Cum Laude – 85% to 89.99%
4. Class Ranking will be determined by the computer-generated weighted average at the end of the sixth and seventh semesters.
5. Valedictorians and Salutarians will be determined by the computer-generated weighted average at the end of the sixth and seventh semesters.\*

\* When computer-generated student averages are statistically equivalent it may be possible for two or more students to be designated as co-valedictorians or co-salutatorians. (“Statistically equivalent” shall be defined as separated by no more than 0.05.)

### HONOR ROLL (MS & HS)

Students must carry a minimum of two credits/units.

SW recognizes the outstanding achievements of students. A superintendent’s list for students attaining an average of 95% or above; principal’s list for students attaining an average of 90.00 - 94.99, and an honor roll list for students attaining an average of 85.00 - 89.99. These lists are posted at the end of each marking period. Students cannot be included in the Academic Honor Roll under the following conditions:

- Failing Grade(s) – Students receiving a failing marking period grade in any course will be excluded from the academic honor roll.
- Incomplete Grade(s) – Students still maintaining an “incomplete” marking period grade one week after the conclusion of the marking period will be excluded from the academic honor roll.

### HONOR ROLL (ES)

After each trimester, SWES recognizes the outstanding achievements of students. A superintendent’s list for students attaining an average of 95% or above; principal’s list for students attaining an average of 90.00 - 94.99, and an honor roll list for students attaining an average of 85.00 - 89.99. These lists are posted to the website and social media and each qualifying student is given a certificate of achievement.

### NATIONAL HONOR SOCIETY (HS)

Students who meet the society's standards will then be notified and considered for membership into the chapter of the National Honor Society. An induction ceremony takes place during the second semester. Refer to National Honor Society bylaws for additional information. Membership in the Sullivan West National Honor Society is based on the excellence in four qualities each member must uphold: Scholarship, Leadership, Character, and Service. Each of these qualities is considered independently of the other. The academic criteria for induction and maintenance of membership for sophomores, juniors, and seniors are that they be enrolled in at least three Regents-level courses/majors each year and maintain an overall cumulative average of 87.5% or better.

Weighted grades will be added and divided by the number of credits taken. All computations will be carried to three decimal places. The valedictorian and salutatorian will be identified at the end of the first semester of the senior year through a weighted class rank of the first semester of the senior year through a weighted class rank system. The weighted class average will be used for scholarship reports. Actual grades will be recorded on report cards.



### NO CHILD LEFT BEHIND (HS)

Pursuant to the federal No Child Left Behind Act signed into law, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school students. However, the district must also notify parents of their rights and the rights of their children to request, in writing, that the district NOT release such information if it is requested. PLEASE BE ADVISED, THIS FORM NEEDS TO BE UPDATED YEARLY. It is sent out to parents of students in grades 11 and 12 yearly.

Parents, or students who are at least 18 years old, wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning must sign and return the form to the counseling office.

### STUDENT SCHEDULING AND COURSE LOADS (MS & HS)

Course scheduling is designed to reflect the academic needs and interests of our students. All scheduling conforms to state requirements, enhancing student learning opportunities, and improving individual academic achievement. Course outlines are located in the guidance office as well as on the school's website. Creating a wide variety of electives from which to choose allows students to create a more individualized schedule and supports exploration of courses which students may want to investigate as possible post-secondary careers or a vocational option. This is an essential part of the high school experience. We encourage all students to invest fully in this "interest exploration" through the wide range of elective coursework we offer each year. Our district's strategic plan, the guiding document for the school district, has a key component of *Teaching and Learning*. In this component, one of the goals is "*exploring creative scheduling to enhance access to more electives.*" Therefore, students will be limited to one study hall per day in an effort to allow them to explore personal areas of interests, which can broaden their horizons and satisfy their personal interests. For more information, please consult with your child's counselor.

## ***Emergency Plans***

### EMERGENCY/DISASTER PREPAREDNESS PLANS

The Sullivan West District has plans in place to deal with emergencies. The SAVE committee (Save Schools Against Violence in Education) is made up of district personnel, emergency professional, and community representatives. The committee works to develop and update school response, to different emergency situations.

Emergency Response Team (ERT): In the event of an emergency or crisis (i.e. fire, bomb scare, child abduction, severe injury, or death of a student or staff member, etc.) The Emergency Response Team is trained to identify crises, and to plan and implement strategies in an efficient manner. The team has also been trained to: secure and maintain a safe environment, deal with the media, respond to students, staff and community reactions. For more information, please call your building principal.

Emergency preparedness plans: To account for the variable nature of disaster emergencies and the extent of advance warning there are three differing plans of action for the health and safety of students and staff.

1. Go-Home Plan meets the need to return students to their homes and families as rapidly as possible. All students in grades PK -6 must be met at the bus stop by an adult. Otherwise, the children will be taken back to the school and kept there until they are picked up by their parents. All students in grades 7 – 12 will be dropped off at their bus stops.
2. Evacuation to a safe place requires students to leave the buildings. It may mean going outside as in a fire drill and waiting for the danger to pass or evacuating to our alternate evacuation sites.
3. The Shelter Plan (or stay where you are) is based upon the decision that it is safer inside than outside.

Emergency drills: Throughout the school year the students will participate in the inside drills, such as “shelter in-place; lock-out; hold-in-place and lock-down” drills. In addition, they will participate in an evacuation drill for which parents will receive prior notice.

Fire drills: Drills at regular intervals are required by law and are important for everyone's safety. It is essential that when the first signal is given everyone reacts promptly by following the teacher's directions.

Bomb threats: The evacuation of this building in the event of a bomb threat will be similar to a fire alarm. In case of bad weather, the students will be directed to a safe location.

## ***Health Services***

Students who become ill in school should report to the nurse’s office. In the absence of the school nurse, students are to report to the main office. After contacting the parents, either the school nurse or an administrator may authorize the student’s release. Emergency contact information should be updated periodically to ensure proper notification and release.

The district’s School Health Services program supports your student’s academic success by promoting health in the school setting. One way that we provide care for your student is by performing the health screenings as mandated by the State of New York.

Incoming 7<sup>th</sup> graders are required to have a meningococcal vaccine in order to attend school. By the time a student is a senior, they are required to have two meningococcal vaccines unless the first shot was given over age 16 – then only one is required.

During the school year, the following screenings will be required or completed at school:

### Vision

- Distance acuity for all newly entering students and students in Pre-K or Kindergarten, Grades 1, 3, 5, 7 and 11.
- Near vision for all newly entering students and students in Pre-K or K, 1, 3, 4, 7 and 11
- Color vision for all newly entering students.

### Hearing

- Pure Tone for all newly entering students and students in Pre-K or Kindergarten, Grades 1, 3, 5, 7 and 11.

### Scoliosis (spinal curvature)

- Boys – 9<sup>th</sup> grade

- Girls 5<sup>th</sup> and 7<sup>th</sup> grades
- Scoliosis screening for all students in grades 5 – 9.

#### Health Appraisals

- Physical examinations, on newly entering students and students in grades Pre-K or Kindergarten, 1, 3, 5, 7 & 11 are required. The necessary form has been provided. If a physical is not received one will be performed by the school's physician. The fee for an exam by your private physician will not be paid by the school district.

#### Dental Certificates

- Our dental certificates state new entry, PK or K, 1, 3, 5, 7, 9, & 11.

A letter will be sent home if there are any findings on the screening done at school that would cause concern or need medical follow-up. Please call the school's Health Office if you have any questions or concerns.

#### ACCIDENTS

Every accident, whether it occurs in the school building, on school grounds, at practice sessions or at any event sponsored by the school, should be reported immediately to the person in charge. This person, in turn, will report the accident to the school nurse.

#### BODY MASS INDEX (BMI)

New legislation has required schools to include a student's Body Mass Index (BMI) and weight as part of the school records. This data must be reported to the State Health Department. Student names will not be part of the information. Data will be separated by sex and grade. If you do not want your child's information included with this data, a written letter of refusal must be sent to the school nurse.

#### CHILD ABUSE

All Sullivan West employees are mandated child abuse reporters.

#### DRESSING FOR THE WEATHER (ES)

Elementary school children go outside to the playground regularly, weather permitting. Please make sure children are dressed appropriately with coats, boots, hats, gloves, snowsuits or snow pants as needed. It is advisable to send in an extra set of clothing for unforeseen situations.

#### EMERGENCY INFORMATION

All students' emergency information must be updated in the Parent Portal. The information in the portal is important and must be accurate. In the event of an accident or illness, the nurse will contact you or whoever you designate in the contacts section. If any of the information in the portal changes during the school year, please notify the school nurse as soon as possible. If you have problems with the Parent Portal, please contact Gabrielle Gardner at 845-482-4610 ext. 3006.

#### HAND SANITIZERS

Alcohol-based hand sanitizers are considered over-the-counter drugs by the United States Food and Drug Administration. Therefore, it is strongly recommended that students do not bring in their own hand sanitizers. Hand sanitizers will be provided for student use by the school under

adult supervision. Parents may provide written notification to the school if they do not wish to have their child use this product.

### HEAD LICE (PEDICULOSIS)

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

To control infestations of head lice (Pediculosis), the Board of Education has adopted the following protocols:

- a. When a student may be infested, staff will contact their parents. An infested student will not return to school unless corrective treatment is given and free of active lice. Current treatment protocols make this possible in less than twenty-four (24) hours. Parents may be asked to have a physician prescribe medication for treatment.
- b. A student who has been infested will be readmitted to school after successfully completing an examination by the school nurse.
- c. School staff will work with parents to minimize student absence caused by exposure to head lice. An infested student is not sick and is not a danger to other students. Excessive and unnecessary absences affect a student's educational progress.
- d. School staff will protect student privacy and maintain confidentiality of medical information when infestations are detected.
- e. School staff will also work to minimize the social stigma that is unfairly attached to victims of head lice infestations. Head lice are not caused by poverty or unsanitary conditions. Students will not be separated from their peers or singled out as infected. All staff will learn proper precautions to prevent further spread of infestation.

Regulations will be developed to provide guidelines on the detection and treatment of head lice and classroom procedures for dealing with affected students.

### HEALTH AND WELLNESS POLICY

Sullivan West Central School has adopted a Wellness Policy. You may find a copy of this on the District's website [www.swcsd.org](http://www.swcsd.org) under District Policy Manual. We are mandated to promote, teach about, and serve only healthful snacks/food and encourage physical activity.

### ILLNESSES AT SCHOOL

Do not send your child to school if you suspect a fever, rash or other signs of illness. If your child becomes ill at school, you will be contacted to have someone pick them up at the Front Lobby. Your child must be free from fever, diarrhea, or vomiting for 24 hours without the use of any medications, before they return to school.

### INSIDE RECESS ACTIVITIES

When the weather is inclement, recess will be held inside. When given a choice of activities, students will quickly decide which activity they are planning to attend and will promptly go to the designated area. All regular classroom and school-wide rules are in effect.

### INSURANCE

The school's insurance policy against accidental injury while participating in school sponsored and supervised activities including interscholastic athletics is Excess Coverage. Parents must first submit all bills to their own insurance carrier, which serves as the primary coverage. The school's insurance policy provides secondary coverage which may cover part of the unpaid balance, subject to the provisions of the policy and applicable deductibles. Such expenses will not always be covered in full by the District.

### MEDICAL RECORDS

A health record is kept on your child from kindergarten through high school. Results of required vision and hearing screenings and immunizations, along with the health history are recorded.

**Immunization requirements:** Students are required to show proof of immunizations before attending school. If the immunizations are not on file, the parent must present proof of immunization within 14 days of entrance to school. Students will not be allowed to return to school until this requirement is met.

### MEDICATION TAKEN IN SCHOOL

All medications, including non-prescription drugs, given in school shall be prescribed by a licensed physician on an individual basis as determined by the child's health status. Medication should be delivered by a parent or responsible adult only.

1. Written order for prescription and nonprescription medications should minimally include:
  - Student's name and date of birth
  - Diagnosis
  - Name of medication
  - Dosage/route of administration
  - Frequency and time of administration
  - Self-administration orders – if indicated
  - For PRN (as necessary) medications – conditions under which medication should be administered
  - Date written
  - Prescriber's name, title, and signature
  - Prescriber's phone number
  - Intended effect of medication
  - Side effects
  - Time interval for re-evaluation
  - Date of initiation and termination
  - Other medications being taken

2. Special considerations
  - Medication orders must be renewed annually or when there is a change in medication or dosage.
  - The pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber.
  - When a properly labeled medication comes to the health office accompanied by a written request from the parent for administration of the medication, but without a written order from a licensed prescriber, the following procedure will be followed:
3. Contact parent regarding need for written order from a licensed prescriber.
4. Contact licensed prescriber to obtain verbal permission to administer medication.
5. Request written orders to be received within 48 hours.
6. Contact parent and discontinue medication if written orders are not received in 48 hours.
7. Document above steps.

A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required. The parent or guardian must assume responsibility to have the medication delivered directly to the health office in a properly labeled original container.

1. Prescription Medications – the pharmacy label should display:
  - a. Student's Name
  - b. Name and phone number of pharmacy
  - c. Licensed prescriber's name
  - d. Date and number of refills
  - e. Name of medication/ dosage
  - f. Frequency of administration
  - g. Route of administration and/or other directions
2. OTC medications must be in the original manufacturer's container/ package with the student's name affixed to the container. The same applies to drug samples.
3. Medications should not be transported daily to and from school. Parents should ask the pharmacist for two containers – one to remain at home and one at school.
4. Students requesting medication should obtain the appropriate SWCSD form from the health office.
5. Refer to the appendix for the Medication Form.

### PERFUME & COLOGNE

These frequently cause allergic reactions in children which can be very dangerous. Therefore, they are prohibited in school and on the bus.

### SUNSCREEN

Schools are no longer required to obtain a medical provider order to allow a student to carry and use sunscreen in school if: (1) the sunscreen is used for the purpose of avoiding overexposure to

the sun and not for medical treatment of an injury or illness; (2) the sunscreen is approved by the FDA for over-the-counter use; (3) the student's parent or guardian provides written permission for the student to carry and use sunscreen. A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent or guardian and authorized by the school.

## ***School Property***

### **CARE OF SCHOOL PROPERTY BY STUDENTS**

All students must show respect and care for Sullivan West's school property. Any damage to property should be reported to the main office or to the appropriate teacher.

Acts of vandalism are crimes against the school district and the community. If a student damages school property, such student and his/her parents or guardian shall be required to pay the district for the value of the damaged property up to the limit of the law. State law permits parent liability for up to five thousand dollars (\$5000).

### **TEXTBOOKS**

All textbooks issued to students are the property of the school district. Therefore, they are only loaned to the student. Careful note of the condition of the book is to be made by the issuing teacher. Books are to be covered by the students when they receive them in September. Students are to keep a book cover on each text throughout the year. Students who lose books must pay for them in the main office. If a book is recovered, the money will be refunded.

### **USE OF BUILDING**

A "Use of Building" form must be filled out by any person wishing to use the school facilities. Forms may be obtained and submitted in the Main Office. Forms must be filled out and approved no later than two weeks prior to the event. Late submissions are subject to rejection. See the "Appendix" for the necessary forms and permission slips.

## ***Transportation***

### **TRANSPORTATION**

Transportation to school is a privilege. If students fail to follow the bus rules this privilege may be suspended.

1. Each bus driver shall file a school bus incident report on any student who violates bus rules within one school day after the violation has occurred.
2. A copy of the school bus incident report shall be mailed to the parents or guardians of the offender, a second copy filed with the transportation manager and a third copy filed in the office.
3. A student-administrator conference will be conducted and the administrator, after reviewing the alleged infraction, shall determine whether the student is to be punished and the nature and extent of the penalty.

**BUS BEHAVIOR EXPECTATIONS** - Refer to "School-Wide Expectations"



**Be Responsible:**

- Be at the bus stop at least 5 minutes before pick-up time.
- Keep center isle clear of objects and your body.
- Report problems to the driver.
- Unless a bus pass has been issued by the school, students will ONLY get off at their regular bus stop.
- ALWAYS OBEY THE BUS DRIVER.

**Be Respectful:**

- Use only “G” rated language at voice level 2 unless otherwise indicated by the driver.
- Keep your hands, feet and possessions to yourself.
- Other students may have a book or a toy – If you want to join in, ask politely or just leave that other student alone.
- Bus furnishings are the property of the bus company – respect this and help keep all furnishings clean and in good condition. Destructive actions will be punished.
- Clean up after yourself.
- ALWAYS OBEY THE BUS DRIVER.

**Be Safe:**

- Follow safety rules inside and outside the bus.
- Wait calmly at the bus stop.
- Students should cross the road only after the bus driver has signaled the students to cross.
- Stay seated, facing forward, while the bus is in motion.
- Eating/drinking on the bus may lead to choking therefore, no food, candy or drinks allowed.
- Always follow driver’s and assistant’s instructions.

**TRANSPORTATION - GENERAL INFORMATION**

Parents and guardians are not to remove students from the school bus unless they have permission from the office and the elementary administrator.

Students grades Pre-K -3 will not be dropped off at their bus stop unless a designated adult is visible to the driver. Parents who wish to designate older children authorizing them to receive their Pre-K-3 siblings at bus drop-offs, must provide the school with written permission.

Designated siblings must be 12 years or older.

***Parent Packet*****CALENDAR**

The school calendar has very important information in it regarding planned activities, holidays and testing dates. Dates of events are subject to change – please check with the school and website if you have any questions about events.

## CLOSING SCHOOL, EMERGENCY, DELAYS

Emergency Dismissal/Closing Information: From time to time, it is necessary to dismiss students early because of weather or other events that necessitate school closing. When this occurs, students will be sent to the Emergency dismissal location that was indicated on the student's unscheduled dismissal form. Information about early dismissals and weather-related closings are done through Parent Square and will be posted on the website ([www.swcsd.org](http://www.swcsd.org)) and broadcast on the following radio/TV stations:

Radio Stations		Television Stations	
WSUL 98.3 FM	WVOS 95.9 FM	WYNN	WNBC Ch. 4
WJFF 90.5 FM	WDNH 93.5 FM/ 1590 AM	WBRE-TV	WBNG Ch.12
WDNB 102.1 FM	WDLA 92.1 FM/ 1270 AM		

**\*\*Please be sure to notify the main office by telephone or note, of any change in your address or a change in phone number. The school needs to have current information so parents may be promptly contacted should an emergency arise. \*\***

## FAMILY CONFERENCES

### Meet the Teacher Night:

Meet the Teacher Night is a time to meet your child's teacher, an opportunity to see where your child is spending his/her day and become familiar with the grade level curriculum and class expectations. Please do not use this time to ask specifics about your child and his/her progress. If you have specific concerns about your child, please make an appointment or call to discuss these concerns with your child's teacher.

It is recommended that children DO NOT attend this evening, so that your attention can be devoted to questions regarding the classroom rules, curriculum, and other items.

- Elementary School: September 13, 2023 6:00 pm – 8:00 pm
- Middle/High School: September 28, 2023 5:00 pm – 8:00 pm
- Mandatory Junior/Senior Driving Seminar: September 28, 2023 at 7:30 pm

### Family-Teacher Conferences:

Formal family-teacher conferences will be set up for the first and second marking period. You will receive your child's report card and can discuss with his/her teacher to review the progress that has been made since September. It is recommended that students DO NOT attend the conference so that the parent/guardian and teacher can discuss the child without interruption.

## CONFERENCE DATES

For the Elementary conference dates will be December 7, 2023 5:00-8:00 PM, December 8, 2023- 12:30-3:30 PM, March 13, 2024 5:00-8:00 PM and March 14, 2024 12:30-3:30 PM.

Please call 845-482-4610 ext. 2141 or email [mullallycai@swcsd.org](mailto:mullallycai@swcsd.org) beginning two weeks prior to conference dates to schedule ten-minute conference times.

High School conference dates will be November 30, 2023 from 5-8 pm & February 8, 2023 from 5-8 pm.

### PARENT PORTAL

Student information such as report cards and interim/progress reports are uploaded to the Parent Portal. By yearly request, they can be mailed home. Training on the portal will be available on Meet the Teacher Nights at both campuses. The Parent Portal provides a more efficient method of delivering important information to parents/guardians. The following information will be available through the Parent Portal.

- Interim/Progress Reports
- Report Cards
- Student Schedules
- Gradebook – student grades in each class
- Attendance
- Course Requests
- Immunization Records
- Bus Routes
- Important Notices

### PARENT PORTAL – HOW TO REGISTER

- Go to <http://www.swcsd.org>.
- Click on eSD Parent Portal in Quick Links.
- If you have received a username and password in the past click on “eSchoolData Parent Login” and follow the online instructions. You may need to request a new password if you have forgotten it.
- If you do not have a username and password click on "Click here to create a new account" and follow the online instructions.
- You will not be given duplicate accounts.
- You must know your student's ID#.
- If you require assistance with this, please contact the Parent Portal Administrator, Gabrielle Gardner at extension 3006.

### STUDENT PORTAL

Students may access their information such as report cards and interim/progress reports through the student portal.

### TO LOG INTO THE STUDENT PORTAL

- Go to <http://www.swcsd.org>.
- Click on eSD Student Portal in Quick Links.

- Enter your student identification number.
- If you do not already have a log in, please contact the Parent Portal Administrator, Gabrielle Gardner at extension 3006.

### TWO-HOUR DELAYS-SCHEDULED

**Elementary:** Students can enter the building at 10:20 AM. There is no Latchkey Program or breakfast served on two-hour delays.

### BELL SCHEDULE (ES)

Homeroom	8:45-8:50
Late Bell	8:50
Announcements	8:50
Period 1	8:50-9:32
Period 2	9:34-10:16
Period 3	10:18-11:00
Period 4	11:02-11:44
Period 5	11:46-12:28
Period 6	12:30-1:12
Period 7	1:14-1:56
Period 8	1:58-2:40
Period 9	2:42-3:24
Dismissal	3:27

### MARKING PERIOD/REPORT CARD SCHEDULE (ES)

#### **Marking Period Ends**

November 22, 2023

March 1, 2024

June 14, 2024

#### **Interim Reports Available on the Parent Portal**

October 13, 2023

January 19, 2024

April 19, 2024

#### **Report Cards Available on the Parent Portal**

December 1, 2023

March 8, 2024

June 26, 2024

REGULAR BELL SCHEDULE (MS & HS)

<b>REGULAR</b>		<b>TWO-HOUR DELAY</b>	
Dismissal to Lockers	7:29	Dismissal to Lockers	9:29
<b>Warning Bell</b>	7:32	<b>Warning Bell</b>	9:32
AM Announcements	7:35	AM Announcements	9:35
Period 1	7:35-8:21	Period 1	9:35-10:08
Period 2	8:24-9:06	Period 2	10:11-10:40
Period 3	9:09- 9:51	Period 3	10:43-11:12
Period 4	9:54-10:36	Career & Tech Lunch	10:50 (no bell)
Period 5	10:39-11:21	Period 4	11:15-11:44
Period 6	11:24-12:06	Period 5	11:47-12:15
Period 7	12:09-12:51	Period 6	12:18-12:46
Period 8	12:54-1:36	Period 7	12:49-1:17
PM Announcements	1:39	Period 8	1:20-1:49
Period 9	1:39-2:22	PM Announcements	1:52
		Period 9	1:52-2:22
<b>AM MEETING DAY</b>		<b>PM MEETING DAY</b>	
Dismissal to Lockers	7:29	Dismissal to Lockers	7:29
<b>Warning Bell</b>	7:32	<b>Warning Bell</b>	7:32
<b>AM Announcements</b>	7:35	<b>AM Announcements</b>	7:35
Period 1	7:35-8:19	Period 1	7:35-8:19
AM Meeting Period	8:22-8:52	Period 2	8:21-9:01
Period 2	8:55-9:34	Period 3	9:04-9:44
Period 3	9:37-10:16	Period 4	9:47-10:27
Period 4	10:19-10:57	Period 5	10:30-11:10
Period 5	11:00-11:38	Period 6	11:13-11:53
Period 6	11:41-12:19	Period 7	11:56-12:36
Period 7	12:22-1:00	Period 8	12:39-1:19
Period 8	1:03-1:41	PM Announcements	1:22
PM Announcements	1:44	Period 9	1:22-2:02
Period 9	1:44-2:22	PM Meeting Period	2:05-2:22

AM Meetings	PM Meetings
Grades 7-8 GYM	Sports meeting locations determined prior to meeting dates. All athletes for the upcoming season must attend sports meetings.  Club advisors can request to meet. Notify Main Office at least two days prior.
Grade 9-Chorus Room	
Grade 10-Cafeteria	
Grade 11-Auditorium	
Grade 12-Library	

### MARKING PERIOD/REPORT CARD SCHEDULE (MS & HS)

#### **End of Marking Period**

November 9, 2023

January 26, 2024

April 12, 2024

June 13, 2024

#### **Report Cards Available on Parent Portal**

November 17, 2023

February 1, 2024

April 19, 2024

June 26, 2024

## **ELEMENTARY HOMEWORK CONTRACT**

**Purpose:** The purposes of homework for the students at Sullivan West Elementary are:

1. to provide a link between home and school,
2. to reinforce skills taught and increase student achievement, and
3. to encourage responsibility and develop study habits.

**Time Allotments:** The time allotment for homework should increase gradually from grade to grade.

Grade level	Approximate times
Kindergarten	5 – 10 minutes
First Grade	10 – 20 minutes
Second Grade	20 – 30 minutes
Third Grade	30 – 40 minutes
Fourth Grade	40 – 50 minutes
Fifth Grade	50 – 60 minutes
Sixth Grade	60 – 70 minutes

#### **Teacher Responsibility:**

1. No assignment will be given that has not been clearly explained/taught in class.
2. A homework grade will be given for the marking period. If homework is not completed, the student's grade will reflect it.
3. Where team teaching is utilized, assignments will be coordinated among grade level teachers to keep within the time allotments.
4. Teachers will promptly alert parents about students habitually missing or not completing assignments. If there is no response from written communication, a phone call will be made.
5. In grades K-2, teachers will provide a weekly homework sheet for students.

6. Teachers will notify parents should a student need to remain after school to complete missing homework.
7. Homework will be carefully graded and returned to students in a timely way.

### **Student Responsibility:**

Students will:

1. Write homework assignments in their agendas daily for grades 3-6.
2. Place homework assignments in designated folders, notebooks or agenda.
3. Complete assignments in a legible manner.
4. Share assignments with parent/guardian.
5. Have homework/agendas signed by parent/guardian as expected.
6. Return assignments on the assigned due date.
7. If students miss an assignment they will be expected to hand the assignment in as soon as possible.

### **Parent Responsibility:**

The parent/guardian agrees to:

1. Provide a quiet, uninterrupted place for homework to be done. For example, it is recommended that no TV, loud music, or phone calls be permitted in the same room.
2. Occupy other children NOT doing homework somewhere else.
3. Communicate with the teacher if a problem arises regarding homework. Provide the necessary tools for doing the assignments.
4. Provide transportation to the library or other places to assist in homework completion.
5. Be available to help the student during homework time.
6. **NOT** do homework for their child. Instead, help by quizzing, prompting, showing the student where/how to do research.
7. Pick up their child when they are required to stay after school to complete missing assignments.
8. **Possible Consequences for Incomplete Homework Assignments:**
9. Students will lose part of recess time and may complete the assignment during that time.
10. Parents will be called if homework is not completed on time.
11. A Teacher/Parent conference will be scheduled.
12. Fifth and Sixth Grade students will lose points for homework assignments that are late or incomplete, or zeros, thereby negatively affecting a student's grade.
13. If there are more than five missed assignments (teacher's discretion) a homework intervention plan will be developed at a conference with the student, teacher and parent.
14. If students chronically miss homework assignments, they will be assigned after school detention and parents will provide transportation home.

### **Make-Up Work**

It is the student's responsibility to obtain all make-up work from teachers upon returning to school. Students who are absent must **submit a written excuse**. Students who are absent will be permitted the same number of days as the absence to make-up the work they missed. Additional time may be allotted at the teacher's discretion. **Work not made-up will receive a zero.** The granting of additional time does not apply to assignments or tests on information that

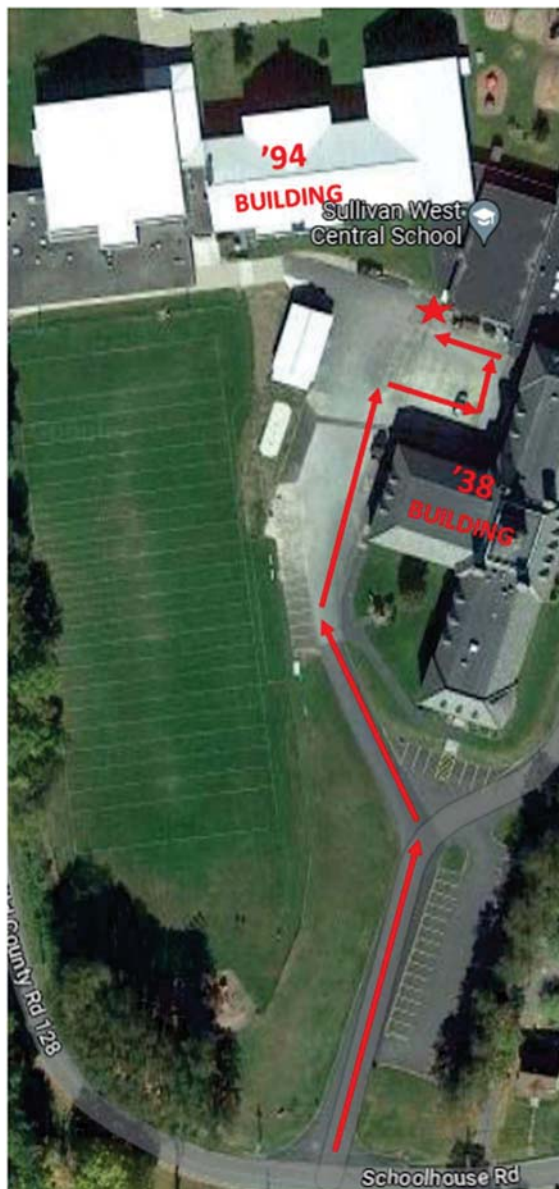


was presented prior to the absences if the students have been suspended in or out of school. In such cases the students will be responsible for submitting the assignments or taking the tests upon their return to school. If students are absent and are unable to obtain assignments from a classmate, the **Main Office** must be notified by 9:00 a.m. The work will be available for pickup that afternoon.

**Note:** In the event that students request assignments prior to an absence for reasons other than illness, the completed assignments are due upon their return to school.

**Absentee Notification:** Chapter 617 of the New York State Laws of 1985 requires school districts to inform the parents of elementary children of their right to be notified in case of absence. If the parent takes no further action, the school district has fulfilled its obligations under the law. If a parent wishes to be informed when a child is absent, he/she must write a letter to the principal that includes a phone number or other means of communication. The school will notify the parent using the specified means. It should be noted that this regulation applies only to elementary school children.

### **ELEMENTARY SCHOOL – Drop Off/Pick Up**



**SULLIVAN WEST CENTRAL SCHOOL DISTRICT HEALTH OFFICE**  
**PARENT AND PRESCRIBER'S AUTHORIZATION FOR ADMINISTRATION OF**  
**MEDICATION IN SCHOOL**

**A. TO BE COMPLETED BY THE PARENT OR GUARDIAN:**

I request that my child, \_\_\_\_\_, grade \_\_\_\_\_,  
(first and last name)

Receive the medication as prescribed below by our licensed health care provider. The medication is to be furnished by me in the properly labeled, original container from the pharmacy. I understand the school nurse will administer the medication. I also understand that my child cannot bring the medicine to school on his/her own.

Signature of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Date: \_\_\_\_\_

**B. TO BE COMPLETED BY THE LICENSED HEALTH CARE PROVIDER:**

*I request that my patient, as listed below, receive the following medication:*

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Prescribed Dosage, Frequency and Route of Administration: \_\_\_\_\_

Times to be taken during school hours: \_\_\_\_\_

Duration of treatment: \_\_\_\_\_

Possible side effects and adverse reactions (if any): \_\_\_\_\_

Other recommendations: \_\_\_\_\_

Name of Licensed Provider and title: \_\_\_\_\_

(Please Print)

Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please Note: Unless you indicate otherwise, this form will be shared on a "Need to Know" basis where the safety and welfare of your child is at stake. Only relevant information will be shared such as emergency contact information, allergies and medical issues that could possibly manifest themselves while the student is not in proximity to a nurse. Only teachers and staff that would be in a supervisory capacity over your child would be authorized to access this information.

## **PARENTAL AGREEMENT FOR USE OF SCHOOL COMPUTERS**

I have read the district's policy and regulation governing student use of school computers. By signing this consent and waiver form, I give my permission for my child to be afforded access to the district's computer network system and the Internet. I understand that my child's access to the district's computer network and the Internet is meant solely for educational purposes and that the district will attempt to discourage access to objectionable material and communication.

I also understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access these materials inadvertently or if he or she chooses to behave irresponsibly. I further understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet, that it is simply impossible for the School to absolutely prevent this, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize district staff to monitor any communications to or from my child on the district's computer and the Internet, I recognize that it is not possible for the district to monitor all such communications. I have determined that the benefits of my child having access to the district's computer network and the Internet outweigh potential risks, and I will not hold the district responsible for materials acquired or contacts made on the district's network or Internet.

If and when my child's use of the district's computer network is not in a school setting, I will monitor my child's use of the system and his or her potential access to the worldwide Internet and will accept responsibility for supervision in that regard.

## **STUDENT AGREEMENT FOR USE OF SCHOOL COMPUTERS**

I have read and understand the district's policy and regulations governing student use of school computers and agree to abide by their provisions.

I understand that I have no right of privacy when I use the district's computer network and the Internet, and I consent to district staff monitoring my communications.

I further understand that any violation of these provisions may result in suspension or revocation of my system access and related privileges, other disciplinary action, as appropriate, and possible legal action.

## **STUDENT PARTICIPATION – COLLABORATIVE DIGITAL PROJECTS**

To help our students develop their reading and writing skills, our classes are participating in some collaborative projects with students via the Internet. When students are able to SAFELY share their ideas with an audience broader than just their classroom, often they can discover their strengths and become even more motivated to learn, communicate, and share their ideas effectively with others.

One of the reasons we are participating in collaborative digital projects is to help our students learn through experiences ways to safely use the Internet and email to share information and collaborate.

Several different projects are planned, using digital tools letting our students share their work and ideas with other students, within our school community. Each student is set up with an email account through Microsoft exchange.

To protect student privacy and ensure safety throughout these projects we:

1. We will only use student first names, if names are used at all, in identifying student work and ideas.
2. We will not use pictures of individual students, identified by name
3. We will only use GROUP pictures of students which do not identify individuals by name if we share pictures of students working in class.



Sullivan West Central School District

33 Schoolhouse Road, Jeffersonville, NY 12748  
845-482-4610

6604 SR 52 Lake Huntington, NY 12752  
845-932-8401

## CONSENT AND RELEASE – 2023-2024

I understand that my child will be participating in the activities conducted by the Sullivan West Central School District (the “District”). I am informed that these activities are scheduled to occur during the school year. I understand that the District would like to:

- 1) have school personnel photograph and/or make video and/or audio tape of the above-described activities, and then publish or otherwise distribute the photos, video and/or audio recordings in District publications and other District-sponsored venues, including District-sponsored social media posts on Twitter, Facebook and/or other social media, together with students’ names, including, potentially, my child’s name, likeness and/or voice, for the purpose of providing information and publicity about school activities; and
- 2) invite local news media to also photograph and/or make video and/or audio tape of the above-described activities for the purpose of providing information and publicity about these activities; and

I hereby give the District and news media invited by the District during the school year permission to:

- a) photograph and/or record audio, video and/or digital footage containing my child’s likeness and/or voice;
- b) tastefully and lawfully edit the photographs and/or recording(s) for accuracy, clarity and formatting to fit allotted space and/or time (including the addition of my child’s name);
- c) publish or broadcast the photographs and/or recording(s) for the purposes outlined above; and
- d) publish photographs in the **school yearbook**.

I understand that the photographs and/or video or audio recording(s) of my child may be combined with recordings of other persons, and I agree to publication and/or display of the combined recordings as the District or news media may determine.

I understand that this Consent and Release shall be interpreted to meet the requirements of the Family Educational Rights and Privacy Act (FERPA) with respect to the disclosure of my child’s name, voice, likeness and the fact of my child’s participation in the activities described and shall also be interpreted to meet the requirements of the New York Civil Rights Law with respect to the use of my child’s name, likeness and/or voice.

**I understand that I am under no obligation to sign this Consent and Release, and that I may decline to do so by writing “no” in the space provided.**

I hereby consent to the activities outlined above, and I release and discharge the District and its officers, employees, agents, and authorized representatives from any and all claims and liability arising out of or in connection with these activities, including but not limited to any claims for defamation, invasion of privacy, right of publicity, or any similar causes of action.

## **BRING YOUR OWN DEVICE**

**(ES, MS & HS)**

As technology becomes increasingly useful as an educational tool, districts wrestle with monitoring the appropriate use during the school day. In order to serve the needs of our students, the Sullivan West High School has created the conditions under which students may utilize electronic devices in an academic setting. To “Bring Your Own Device” students must comply with the following:

1. **RED ZONE** – All personal Electronic Device Use Prohibited during School Hours – bathrooms, locker rooms, including a student leaving a room for the sole purpose of using an electronic device.
2. **YELLOW** – Personal devices can be used with Teacher Permission under certain circumstances – All classrooms, offices and library.
3. **GREEN ZONE** – Cell Use Permitted for Students in Grades 7 – 12. Café (including outside during lunches) and hallways.
4. Any questions regarding the appropriate use of an electronic device not specifically addressed will be decided by the Building Principal and Dean of Students

Students who violate the terms and conditions of the appropriate use of technology will be subject to the following:

1. First offense: Student receives a verbal warning. A referral will serve as written notice to the parent. The teacher will confiscate the device and the student can retrieve it at the end of the school day.
2. Second offense: The device is confiscated by the teacher and delivered to the main office. A referral will serve as written notice to the parent, who will be expected to pick up the device at the end of the day.
3. Appropriate progressive discipline measures will be implemented upon other offenses.

**\*\*\*\*\*DUE TO THE SEVERITY AND NATURE OF THE INFRACTION\*\*\*\*\***

**Any student who uses a device for any illegal activity or to photograph another student will have the device confiscated immediately and the student will face the disciplinary consequences contained in the Student Code of Conduct.**

## **Absentee Excuse Form**

Please Excuse:

Student's Name: \_\_\_\_\_

First Period Teacher: \_\_\_\_\_

Date/Dates of Absence(s): \_\_\_\_\_

☐ Medical (please attach proof of Dr. Visit if applicable) ☐ Illness

☐ Funeral

☐ Family Emergency

☐ Vacation (unexcused)

☐ Other Please explain:

\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please return excuses promptly. Students should bring an excuse to school the first day he/she returns after an absence.



**SULLIVAN WEST SCHOOL DISTRICT  
PARENT/GUARDIAN APPROVAL FORM  
2023-2024**

**Instructions: Please fill this form out for the students in your household. Return this form to school – preferably with the student in the highest grade. Please print FIRST AND LAST names of each child in your household.**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

The forms listed below are located in the Student Handbook. Please review the forms and sign below indicating your approval and that you have been made aware of the following information. If you do not agree to the information on the corresponding form, write **NO** on that particular line; otherwise your signature below will indicate approval.

\_\_\_\_\_ STUDENT HANDBOOK HAS BEEN READ AND REVIEWED WITH STUDENT(S)  
\_\_\_\_\_ CODE OF CONDUCT HAS BEEN READ AND REVIEWED WITH STUDENT(S)  
\_\_\_\_\_ ELEMENTARY HOMEWORK CONTRACT (Elementary School Only)  
\_\_\_\_\_ ELEMENTARY SCHOOL DROP OFF/PICK UP (Elementary School Only)  
\_\_\_\_\_ AUTHORIZATION FOR ADMINISTRATION OF MEDICATION IN SCHOOL (if applicable)  
\_\_\_\_\_ PARENTAL/STUDENT AGREEMENTS FOR USE OF SCHOOL COMPUTERS  
\_\_\_\_\_ STUDENT PARTICIPATION – COLLABORATIVE DIGITAL PROJECTS  
\_\_\_\_\_ CONSENT AND RELEASE FOR PHOTOGRAPHS AND/OR VIDEOS OF MY CHILD(REN)  
\_\_\_\_\_ SHARED ON THE SCHOOL WEBSITE AND/OR SOCIAL MEDIA  
\_\_\_\_\_ CONSENT AND RELEASE FOR MY CHILD(REN) TO BE PHOTOGRAPHED FOR THE  
\_\_\_\_\_ SCHOOL YEARBOOK  
\_\_\_\_\_ BRING YOUR OWN DEVICE (High School only)  
\_\_\_\_\_ ABSENTEE EXCUSE FORM/BUS NOTE FORM

I have read the Student Handbook and all corresponding forms listed above, reviewed them with the children in my household, and agree to their provisions. If I disagreed with any forms, I wrote "NO" on the corresponding line.

Parent/Guardian Name (print) \_\_\_\_\_  
(First Name) (Last Name)

Parent/Guardian Signature \_\_\_\_\_