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## ***Welcome***

Welcome to the 2016-2017 school year. We hope this will be an enjoyable, productive and positive school year for all Sullivan West students. You will notice that we have combined the elementary and high school handbook this year to be more efficient. In the back of the book is a tear-out page, which must be returned to school with one of your 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. Because the information contained in this handbook is so important, we want to ensure that you and your child have read the handbook and you assist your child in his/her understanding of the contents. If you have any further questions about anything contained in this handbook, please contact your child's school at 482-4610 for the elementary or 932-8401 for the high school.

### **BOARD OF EDUCATION**

Mary Scheutzow, Board President  
Rose Joyce-Turner, Vice President  
Members: Lucas Arzilli, Rachel Brey,  
Ken Cohen, Juliete Gaebel, Ralph Huggler,  
Kathleen Meckle and Trevor Peachey  
Margaret L. Luty, District Clerk  
Leah Jacobson, Student Member

### **ADMINISTRATION**

Nancy M. Hackett, Superintendent of Schools  
Joanne Lane, Assistant Superintendent for Student Services  
Lorraine Poston, Assistant Superintendent for Administrative Services  
Elizabeth Huggler, Chief Technology Officer  
Rod McLaughlin, PK-6 Principal  
Kevin Carbone, PK-6 Assistant Principal  
Mark Plescia, HS Principal  
Scott Haberli, HS Assistant 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 6, 2016 – June 22, 2017

Arrival: 8:20 AM

Tardy: after 8:40 AM

Breakfast: 8:20-8:45 AM

Dismissal: 3:30 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 has created a morning Latchkey Program that is offered at 7:30 AM. The cost to the morning Latchkey program is \$3.00 per child, 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 Mrs. Verderber, x1109 the Program Coordinator.

Principal: Rod McLaughlin

Secretary: Jackie Peters ext. 2141

Assistant Principal: Kevin Carbone

Secretary: Mary Flynn ext. 2158

Attendance & Bus

Notes: Bethany Bingay ext. 2154

Health Office: Judy Durkin ext. 2139

Transportation: Dawn Priebe ext. 3001 First Student: 482-4448

Latchkey: Nina Verderber ext. 1009

Registration: Lisa Moran ext. 3006

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**Sullivan West High School:** (845) 932-8401 Fax: (845) 932-8425

School Hours: Monday through Friday, September 6, 2016 – June 22, 2017

Arrival: 7:20 AM

Tardy: after 7:35 AM

Breakfast: 7:20 AM

Dismissal: 2:22PM

Principal: Mark Plescia

Secretary: Deborah Molusky ext. 1101

Assistant Principal: Scott Haberli

Secretary: Laurie Henry ext. 1100

Attendance & Bus

Notes: Hilda Monfredo ext. 1121

Health Office: Danielle DuBois ext. 1120

Transportation: Dawn Priebe ext. 3001 First Student: 482-4448

Counseling: Kristine Carroll ext. 1009/1108

Dan Welton

Maureen Casey-Bryant

Counseling

Secretaries: Nina Verderber ext. 1109

Lisa Parkinson ext. 1108

## ***Department Contacts***

Athletics	David Franskevicz	x 1284
Bus Schedule	Dawn Priebe	x 3001
Cafeteria/Meal Information	Regina Meyer	x1152
Courses – Curricula	(ES) Main Office	x 2141
	(HS) Counseling Office	x 1108 or 1109
Discipline	(ES) Kevin Carbone	x 2158
	(HS) Scott Haberli	x 1100
Health Concerns	(ES) Judy Durkin	x 2139
	(HS) Danielle DuBois	x 1120
Latchkey	Nina Verderber	x 1009)
Lockers	(HS) Lisa Parkinson	x 1108
Lost and Found	(ES) Jackie Peters	x 2141
	(HS) Laurie Henry	x 1100
Use of Building	Katherine Hemmer	x 3009

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.

## ***2016-2017 Staff Email List***

<u>Staff</u>	<u>School</u>	<u>Position</u>	<u>E-mail Address</u>
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## OFFICE STAFF

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## TEACHER AIDES – TEACHER ASSISTANTS

	<u>School</u>	<u>Position</u>	
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Casey Ross	ES	Teacher Aide	<a href="mailto:rosscas@swcsd.org">rosscas@swcsd.org</a>
Carol Rotundo	HS	Teacher Asst.	<a href="mailto:rotundocar@swcsd.org">rotundocar@swcsd.org</a>
Kathy Sawall	HS	Teacher Aide	<a href="mailto:sawallkat@swcsd.org">sawallkat@swcsd.org</a>
Georgina Scardino	HS	Teacher Aide	<a href="mailto:scardinogeo@swcsd.org">scardinogeo@swcsd.org</a>
Peggy Share	ES	Teacher Aide	<a href="mailto:sharepeg@swcsd.org">sharepeg@swcsd.org</a>
Cindy Snedeker	HS	Teacher Aide	<a href="mailto:snedekercin@swcsd.org">snedekercin@swcsd.org</a>
Amy Sykes	ES	Teacher Aide	<a href="mailto:sykesamy@swcsd.org">sykesamy@swcsd.org</a>
Pat Tabacco	ES	Teacher Aide	<a href="mailto:tabaccopat@swcsd.org">tabaccopat@swcsd.org</a>
Karen Waldman	ES	Teacher Aide	<a href="mailto:waldmankar@swcsd.org">waldmankar@swcsd.org</a>
Darleen Weyandt	ES	Teacher Aide	<a href="mailto:weyandttdar@swcsd.org">weyandttdar@swcsd.org</a>

#### 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 have to 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: Students who are entering Sullivan West Central School as transfer students must present proof of birth dates and health records. Registration will take place in the Registrar's Office located in the Elementary School. Please make an appointment by calling Mrs. Moran 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 he or she attended school elsewhere (complete name /address of prior school)
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.

#### ATTENDANCE – COMPREHENSIVE STUDENT ATTENDANCE POLICY

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 life.

A. Attendance record keeping shall conform to the following:

1. Attendance shall be taken in each period of scheduled instruction, with an exception for consecutive periods where classes are in the same room.
2. 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. Events of tardiness shall be recorded as excused or unexcused as provided by this policy.
4. 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. Students who are absent must submit a written excuse upon return back to school. When a written excuse is submitted, students will be given the same number of days as the absence to submit missing work. Work not submitted in the appropriate time frame will not be accepted. This additional time does not apply to assignments and tests assigned prior to the absence.

#### ABSENCE FROM SCHOOL

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 4 consecutive day's absence requires a doctor's note.
- b. Death in the immediate family.
- c. Religious observance.
- d. Approved school-sponsored activities, including field trips, inter-scholastic athletics, musical and other competitions.

- e. Directed or authorized presence at Administrative Offices or Nurse's Office.
- f. Dental and medical appointment- Documentation Required.
- g. Military obligations (approved through the guidance office.)
- h. Approved cooperative/work study program.
- i. College visitations (5) (only for juniors and seniors), with the prior knowledge and approval of parents and counselor.
- j. 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 must be submitted immediately upon the student's return to school following an absence. Written notes should include the date and reason explaining the student's absence. If no written excuse is submitted and approved, the student will not be permitted additional time to submit assignments.**

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 such a medical condition is known and before absences begin to accumulate, the parent should initiate an appeal in the form of a letter to 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 an Appeals Committee and the parent. Confirmation by a physician will be necessary.

#### STUDENTS WHO WILL BE ABSENT FROM SCHOOL

- 1. Have their parent/guardian contact the front desk on the morning of the absence (ES ext. 2154 or HS ext. 1121). For a medical concern, please speak with the nurse.
- 2. Submit a written excuse to their homeroom teacher immediately upon their return from school. This note, explaining the excused absence will entitle the student to the extended time frame in which to complete assignments. If this is not submitted within three days, the absence will be recorded as "unexcused" and grades adjusted accordingly.
- 3. Complete an unexcused absence form 7 days prior to any anticipated absences. The form can be obtained from the main office.

#### ENTERING SCHOOL LATE

Students are required to be on time and in attendance for school every day for which they are registered. Lateness to school shall be deemed as an infraction and the following range of disciplinary interventions will apply.

1. Five (5) times late to school prompts a warning letter home.
2. Eight (8) times late to school results in a meeting with the Principal.
3. Each five (5) additional occurrences will result in after school detention.

#### TRUANCY (UNEXCUSED ABSENCE FROM SCHOOL)

Since a good pattern of school attendance is directly related to successful school experience, it is absolutely necessary that excessive truancy 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.

#### STUDENT TRUANCY PREVENTION SEQUENCE

- 5 Unexcused Absences in any semester - A letter will be generated by the building principal notifying parents/guardians that the child has not submitted the proper documentation.
- 8 Unexcused Absences in any semester- Meeting with the Principal.
- 12 Unexcused Absences in any semester- Students will serve after school detention and parents will be required to meet with the Building Principal.
- In excess of 12 Unexcused Absences in any semester-The Building Principal will notify “Family and Community Services,” requesting assistance in the intervention and improvement process regarding student attendance.
- 15 Unexcused Absences in any semester - The school district will notify the proper authorities identifying the nature of the problems and requesting an official investigation.

#### ATTENDANCE – 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 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 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 5 days of the committee’s decision.

#### DRIVING PRIVILEGES (HS)

Students who drive to school must arrive on time for homeroom. Any student who is late more than 3 times in a marking period will lose his/her driving privileges for the remainder of the marking period.

### LATE TO CLASS/EARLY DEPARTURE FROM CLASS (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

In order to be recognized for perfect attendance, the student must not have any absences, tardiness and/or early departures.

## ***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, 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.

### BACKPACKS/SKATEBOARDS/OVERSIZED BAGS

Backpacks should be used to transport school materials to and from school. They should be stored in student lockers during the school day. Change purses/bags are not permitted in classrooms. Students have access to lockers throughout the school day and can retrieve classroom materials whenever necessary in accordance with school rules. Backpacks and

oversized purses that are brought by students into classrooms have created safety issues by blocking escape routes, hindering the swift evacuation from the building during unforeseen emergency evacuations. Skateboards are not allowed in school or on school grounds. Please leave them at home. Skateboards will be confiscated and released only to a parent or guardian.

### BRING YOUR OWN DEVICE (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. Electronic devices may be used **ONLY** for academic purposes.
2. **RED ZONE – All Electronic Device Use Prohibited during School Hours** – hallways, bathroom, locker room, including a student leaving a room for the sole purpose of using an electronic device.
3. **YELLOW – Can be used with Teacher Permission** – All classrooms, offices and library.
4. **GREEN ZONE – Cell Use Permitted for Students in Grades 9 – 12.** Café (including outside during lunches.)
5. Any questions regarding the appropriate use of an electronic device not specifically addressed will be decided by the building principal.
  - **Grades 7 – 8 are only permitted to use a cell phone in class under the direction of the teacher.**

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.**

## 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.

## CONSENT AND RELEASE FORM

We are very proud of our students and their accomplishments. Sometimes we share these with the newspapers or post pictures and articles on our website or on our in-school TVs. It is important that we understand that the new technology can be both a blessing and a curse. For that reason, a disclosure form is located in the back of the handbook. Please acknowledge this form by completing the enclosed “check-off list” which must be filled out and returned to school, either giving us permission to photograph or denying permission to photograph your child. Unfortunately, if we do not receive the “check-off list”, we will be unable to share or post pictures of your child. The disclosure letter can also be found on the website and is as follows:

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 2016-17 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, 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
3. 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 2016-2017 school year permission to: a) photograph and/or record audio, video and/or digital footage containing my child’s likeness and/or voice; b) edit the photographs and/or recording(s) as they desire (including the addition of my child’s name); and c) publish or broadcast the photographs and/or recording(s) for the purposes outlined above. 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 simply writing "no" on the "check-off list" and returning to school.

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. (See appendix for form.)

#### 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 and an exit from the 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 3:15 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. A map has been included below. 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 '94 entrance. At dismissal, (3:30 PM) staff members will also bring students out of the building. 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. 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 into the building 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 '94 foyer. 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. Students being picked up are required to be signed out. The Front Door Aide and outside Staff Members have the sign out sheet. Parents are asked not to remove students from the buses. A staff member will be asked to remove any child that is on the bus and send (or escort) him/her to the main office or '94 Foyer.

#### FLAGPOLE DISMISSAL

All 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 due to damages.

### LIBRARY

The library hours are during school day. The library is to be used for research, borrowing books, using the 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 in 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 (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 (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 the appropriate office before homeroom 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 appropriate office for a pass and then proceed to class. After homeroom, requests for dismissals will be honored only in emergencies or when the parent appears in person.

#### 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 insure 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 teacher.

#### PHYSICAL EDUCATION (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. Two or three students may be given the privilege of working together in the hall. This is a privilege to be granted when it is necessary for students to work together on an assignment or project. It is not intended to be an everyday occurrence.
5. 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 book-bags 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

### 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 aide at the front door and follow the aide's direction immediately upon entering the building. To minimize the disruption caused by a student leaving a classroom, school staff 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 aide at the front door.

Elementary: Starting this school year, 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

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

### VOLUNTEERS (ES)

Volunteers are a wonderful support for the students and the Sullivan West Elementary appreciates the active community members who help out 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 Common Core 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.

<b>Grade Level</b>	<b>Assessment</b>	<b>Dates for 2016-2017</b>	<b>Make-Up Dates</b>
Grades 3 through 8	ELA	March 28 – 30	March 31, April 3 - 5
	Math	May 2 - 4	May 8 - 10
Grades 4 and 8	Science-performance	May 25, 2017	March 31, April 3 - 5
	Science-written	June 5, 2017	June 6-7, 2017

### **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 guidance 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 and assessed periodically throughout a five- to six-week time frame. The team meets 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, 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 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 sent home with each interim report and report card. 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 sixth year of PBIS, Sullivan West Elementary School consistently reinforces three 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 (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 take 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.

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 passes 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).

#### 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>	<ul style="list-style-type: none"> <li>*Clean up your area.</li> <li>*Raise your hand for all requests including the need to get out of your seat.</li> <li>*Have your number and money ready when buying lunch and/or snacks.</li> <li>*Eat your own food.</li> </ul>	<ul style="list-style-type: none"> <li>*Stay to the right in a single line.</li> <li>*Have your number and money ready.</li> </ul>	<ul style="list-style-type: none"> <li>*Pass the door to the person behind you.</li> <li>*Exit quickly.</li> </ul>	<ul style="list-style-type: none"> <li>*Report any problems to an adult.</li> <li>*Use proper receptacle.</li> <li>*Flush.</li> <li>*Wash hands.</li> </ul>	<ul style="list-style-type: none"> <li>*Arrive on time.</li> <li>*Exit assembly area at “0” voices.</li> <li>*Sit in designated area, only.</li> </ul>	<ul style="list-style-type: none"> <li>*Use the bathroom before going outside if necessary.</li> <li>*Line up quickly and quietly at “0” or “1” voice.</li> <li>*Follow area rules.</li> <li>*Dress appropriately for the weather.</li> <li>*Use equipment properly and put away when finished.</li> </ul>
	<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*Use manners.</li> <li>*Wait your turn.</li> <li>*Keep hands, feet and objects to yourself.</li> <li>*”G” rated language @ level “2” voice.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep the bathroom clean and graffiti-clean.</li> <li>*Respect other’s privacy.</li> </ul>	<ul style="list-style-type: none"> <li>*Listen carefully.</li> <li>*Remain at “0” voices during the presentation.</li> <li>*Applaud when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>*Be respectful of other people’s belongings.</li> <li>*Use kind words.</li> <li>*Play with consideration, fairness and encourage cooperative play.</li> <li>*Use “G” rated language.</li> <li>*Keep hands, feet and objects to yourself.</li> </ul>
	<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Follow all adult directives.</li> <li>*Watch for the “O” voice level signal from adults. Students with a pass will leave according to directions.</li> <li>*Line up slowly and quietly when your class is called.</li> </ul>	<ul style="list-style-type: none"> <li>*WALK</li> <li>*Follow adult directives</li> </ul>	<ul style="list-style-type: none"> <li>*Follow adult directives.</li> <li>*WALK</li> </ul>	<ul style="list-style-type: none"> <li>*Wash your hands.</li> <li>*Use equipment and supplies appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>*Follow adult directives.</li> <li>*Keep hands, feet and objects to yourself.</li> <li>*Stay seated.</li> <li>*Walk.</li> </ul>	<ul style="list-style-type: none"> <li>*Follow adult directives.</li> <li>*Play fairly and by the rules.</li> <li>*Use playground equipment appropriately.</li> <li>*Be watchful of other students.</li> </ul>

SCHOOL-WIDE EXPECTATIONS (ES)

Setting

		Hallway Level #0 voices	Bus Level #1 voices	Afternoon Dismissal Level #1 voices	After School Assembly Level #0 voices	After School Club/Activities (Voice Level to be customized accordingly)
Expectations	Be Responsible	*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 aisle 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.
	Be Respectful	*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.
	Be Safe	*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.

## ***Sullivan West Student Code of Conduct – revised 2013-2014***

The Sullivan West Central School District (hereinafter also referred to as the “District”) maintains high standards of academic excellence and behavior for students in the schools. A safe and orderly atmosphere, essential to achieving educational success, requires that everyone in the school community contribute to the establishment of a positive learning environment. Development and implementation of a code of acceptable conduct, that clearly defines individual responsibilities, describes unacceptable behavior and provides for the administration of appropriate disciplinary consequences, is necessary.

The District believes that order and discipline must be a shared responsibility between school, home and community. The Sullivan West Code of Conduct was developed in collaboration with students, teachers, administrators, parents, guardians and other persons in parental relation to students (hereinafter “parents”), and school safety personnel. It has been determined that an effective code must:

- identify, recognize and emphasize acceptable behavior;
- identify, recognize and prevent unacceptable behavior;
- promote self- discipline;
- consider the welfare of the individual as well as that of the school community as a whole;
- promote a close working relationship between parents and the school staff,
- distinguish between minor and serious offenses, as well as between first time and repeated offenses;
- provide appropriate disciplinary responses;
- outline procedures to ensure reasonable and consistent administration of discipline;
- maintain every person’s right to reasonable hearing procedures and due process when accused of misconduct;
- comply with the provisions of federal, state and local laws, as well as the guidelines and directions of the New York State Department of Education and the Board of Regents.

A school’s primary concern in establishing a code of discipline is to enable young people to become responsible, respectful and caring citizens. The Board of Education is responsible for ensuring that essential regulations are established and adequate discipline is maintained in the operation of the schools to effectively promote safety, as well as the social and educational growth of the students. Administrative regulations are developed and enforced by the school administration and staff.

The parent/guardian is expected to assume primary responsibility for control of his or her child. The parent/guardian may be called upon to actively cooperate with the school in providing the necessary structure to promote his or her child’s social and educational growth. To this end, a high degree of parent-school communication will be fostered between the school and the parent.

Disciplinary measures available to the administration of each school building include conferences, detention, in-school suspension, out-of-school suspension and administrative hearings with the designated hearing officer. Administrative hearings can result in out-of-school suspensions of more than five days and, in particularly serious cases, a student may be permanently suspended from school.

This Code applies to all students, and as specified to school personnel, parents and other visitors when on school property or attending any school function. Additionally, the District has the legal authority and reserves the right to discipline students for “off-campus conduct” (i.e., conduct that occurs off school property and not at school function) which endangers the safety, morals, health or welfare of others within the educational system or which adversely affects the educative process. The District also has the legal authority and reserves the right to discipline students for off-campus speech that actually causes, or is reasonably forecast as being likely to cause a material and substantial disruption to the work and/or discipline of the school. Nothing in this Code shall limit the authority of school officials to implement this Code with students from other schools, within or outside the District.

## I CODE OF CONDUCT DEFINITIONS

For the purposes of this Code, the following definitions apply:

***School Property:*** In or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus.

***School Bus:*** Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

***School Function:*** Any school-sponsored or school authorized, extracurricular event or activity, no matter where such event or activity occurs, including any such event or activity that takes place in another state.

### ***Disability:***

- A physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or
- A record of such an impairment; or
- A condition regarded by others as such an impairment, provided, however, that in all provisions of Article 15 of the New York Executive Law dealing with employment, the term is limited to disabilities which, upon the provision of reasonable accommodations,

do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

**Employee:** Any person receiving compensation from a District or employee of a contracted services provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article five of the Social Services Law, and consistent with the provision of such title for the provision of services to such District, its students or employees directly or through contract, whereby such services performed by such person involve direct student contact.

**Sexual Orientation:** Actual or perceived heterosexuality, homosexuality, or bisexuality.

**Gender:** Actual or perceived sex and includes a person's gender identity or expression.

**Harassment or bullying:** Means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that either: (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (b) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety. The foregoing definition includes acts of harassment or bullying that occur: (i) on school property; and/or (ii) at a school function; or (iii) off school property where such acts creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying include, but are not limited to, acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

**Cyberbullying:** Means harassment or bullying as defined immediately above, where such harassment or bullying occurs through any form of electronic communication.

**Emotional Harm:** That takes place in the context of "harassment or bullying" means harm to a student's emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

**Discrimination:** Discrimination against any student by a student or students and/or an employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender.



**Hazing:** Committing an act against a student or coercing a student (typically although not necessarily as part of an induction or initiation process), into committing an act, that humiliates, degrades, abuses or endangers the student, physically or emotionally, regardless of the student's willingness to participate.

**Disruptive Student:** Any student under the age of 21 who is substantially disrupting the educational process or substantially interfering with the teacher's authority over the classroom.

**Repeatedly and Substantially Disruptive of the Educational Process or Substantially Interferes with the Teacher's Authority Over the Classroom:** Engaging in conduct which results in the student's "removal" from the classroom by a teacher or teachers on four or more occasions during a semester.

**Parent:** The parent, guardian or person in parental relation to a student.

**Removal:** The act of a teacher in discontinuing the presence of the student in his/her classroom.

**Suspension:** The act of a Building Principal (or acting principal), Superintendent of Schools, District Superintendent or Board of Education in discontinuing the presence of a student from his/her regular classes and/or extra-curricular activities.

**Violent Student:** A student under the age of 21 who:

- commits an act of violence upon a school employee or attempts to do so;
- commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so;
- possesses, while on school property or at a school function, a weapon;
- displays, while on school property or at a school function, what appears to be a weapon;
- threatens, while on school property or at a school function, to use a weapon or to inflict bodily harm;
- knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function, or knowingly and intentionally damages or destroys school District property.

**Weapon:** "Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, pistol, revolver, shotgun, rifle, machine gun, BB gun, pellet gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb or other "device, instrument, material or substance, animate or inanimate that is used for, or is readily capable of, causing death or serious bodily injury." In cases with associated criminal

charges, the definition will be extended to include the parameters specified in New York Penal Code.

***Controlled Substance:*** A drug or other substance identified by the federal Controlled Substances Act (defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801) and NYS penal codes. These include but are not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant; including analogues, designer drugs and counterfeits similar to or represented as similar to a controlled substance, whether legal or illegal.

***Drug-related Paraphernalia:*** Includes any device or instrument that on its face is used for the production, packaging, distribution, or ingesting of a controlled substance, illegal substance or prohibited substance. This includes but is not limited to hash pipes, water pipes, clips, rolling papers, or any other items related to drug use or drug distribution.

***Dignity Act Coordinators (DACs):*** Refers to one or more staff members in each school, appointed by the Board of Education, who are: (i) instructed about the provisions of the District's Dignity Act policy; (ii) thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex; (iii) provided with training which addresses the social patterns of harassment, bullying and discrimination, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex; (iv) provided with training in the identification and mitigation of harassment, bullying and discrimination; and (v) provided with training in strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. The following are the names and contact information for the District's Dignity Act Coordinators:

Sullivan West High School Mark Plescia, Principal P.O. Box 309, 6604 State Route 52 Lake Huntington, NY 12752 (845) 932-8401 Fax: (845) 932-8425	Sullivan West Elementary School Rod McLaughlin, Principal P.O. Box 308, 33 Schoolhouse Road Jeffersonville, NY 12748 (845) 482-4610 Fax: (845) 482-9883
Sullivan West Central School District Dr. Joanne Lane, Assistant Superintendent for Student Services P.O. Box 308, 33 Schoolhouse Road Jeffersonville, NY 12748 (845) 482-4610 Fax: (845) 482-4620	

## II REPORTING-CODE OF CONDUCT VIOLATIONS

All violations of this Code will be reported to the Assistant Principal or Dean of Students. Any violations that are related to the Dignity for all Students Act (Dignity Act) related will be forwarded to the applicable Dignity Act Coordinator(s).

### III STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

In accordance with the requirements of the New York Education Law, the Sullivan West Central School District respects the right of each child, between the ages of five and 21 years or until the child receives a high school diploma, whichever comes first, to receive a free and appropriate education. All students in this state who turn six on or before December 1st are required by law to regularly attend school until the end of the school year during which they turn 16, either in the public schools, non-public schools that are approved for equivalency of instruction by the appropriate school authorities, or in the home in accordance with the Regulations of the Commissioner of Education.

The right to a free public school education extends to all students, including those with disabilities. However, this right is not unconditional. Students may be removed from the classroom, suspended temporarily or suspended permanently from school in accordance with this Code and applicable law.

Only students within the compulsory education ages (i.e., from age 6 until the end of the “school year” during which a student turns age 16) are entitled to alternative, equivalent instruction during suspension. For purposes of the compulsory education law, the “school year” is defined as July 1<sup>st</sup> through June 30<sup>th</sup>.

#### A. RIGHTS OF STUDENTS

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

1. Attend a safe, healthy, orderly, respectful, and civil school environment, including the right to be protected from harassment, bullying and discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender;
2. Access school rules and, when necessary, receive an explanation of those rules from school personnel;
3. Be guided by a discipline policy, which is fairly and consistently implemented and have an opportunity to present their version of the relevant events to school personnel authorized to impose disciplinary penalties.
4. Participate in school-sponsored and school –authorized student activities, subject to and conditioned upon appropriate conduct as established by this Code of Conduct and by any additional rules promulgated specifically for participation in extra-curricular and/or co-curricular activities.

#### B. RESPONSIBILITIES OF STUDENTS

Students attend school so that they may develop to their fullest potential. With this in mind, each student is expected:

1. To accept responsibility for his/her actions;

2. To respect the rights of others, including their right to secure an education in an environment that is orderly and disciplined;
3. To attend school on a regular and punctual basis;
4. To complete class assignments and other school responsibilities by established deadlines;
5. To show evidence of appropriate progress toward meeting course and/or diploma requirements;
6. To respect school property, e.g. lockers, and help to keep it free from damage;
7. To obey school regulations and rules made by school authorities and by the student governing body;
8. To recognize that teachers assume the role of a surrogate parent in matters of behavior and discipline when at school, as well as during any school-sponsored activities;
9. To contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all;
10. To become familiar with this code and seek interpretation of parts not understood;
11. To actively discourage inappropriate behavior of other students and report such incidents to the administration.
12. To refrain from engaging in harassment, bullying and/or discrimination and to report and encourage others to report incidents of harassment, bullying and/or discrimination.

#### IV ESSENTIAL PARTNERS

The Dignity Act emphasizes the importance of tolerance and respect for others by students and staff alike. Therefore, all members of the school community, including essential partners such as superintendents, school board members, parents, students, teachers, guidance counselors, principals/administrators, support staff and other school personnel have particularly important roles to play in its implementation.

##### a) RESPONSIBILITIES OF PARENTS

A cooperative relationship between home and school is essential to each student's successful development and achievements. To achieve this wholesome relationship, parents are urged:

1. To show an enthusiastic and supportive attitude toward school and education;
2. To build a good working relationship with their child;
3. To teach their child self-respect, respect for the law, respect for school property and respect for other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender;
4. To report known or suspected incidents of harassment, bullying and/or discrimination involving their child or another District student;
5. To insist on prompt and regular attendance;
6. To listen to the views and observations of all parties concerned;
7. To recognize that teachers merit the same consideration and respect that parents expect from their child;

8. To encourage their child to take pride in his/her appearance;
9. To insist that their child promptly bring home all communications from school;
10. To cooperate with the school in jointly resolving any school related problem;
11. To set realistic standards of behavior for their child and resolve to remain firm and consistent;
12. To help their child learn to deal effectively with negative peer pressure;
13. To provide a place conducive for study and completion of homework assignments;
14. To demonstrate desirable standards of behavior through personal example;
15. To foster a feeling of pride in their child for their school;
16. To provide support and positive reinforcement to their child.

Parents should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

#### b) RESPONSIBILITIES OF SCHOOL PERSONNEL

All teachers know that they work every day with this nation's most precious commodity - the future generation. In view of this responsibility, teachers must:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, so as to strengthen each student's positive self-image and promote learning;
2. Plan and conduct instruction that will make learning challenging and stimulating;
3. Recognize that some disciplinary problems are caused by a student's personal and academic frustrations;
4. Utilize classroom routines which contribute to the total instructional program and to the student's development of civic responsibility;
5. Seek to develop close cooperative relationships with parents for the educational benefit of the student;
6. Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the administrator;
7. Teach the common courtesies by precept and example;
8. Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two;
9. Help students cope with negative peer pressure;
10. Identify changing student behavior patterns and notify appropriate personnel;
11. Enable students to discuss their problems with them;
12. Send communications home promptly;
13. Report to the Principal any student who jeopardizes his/her own safety, the safety of others or of the teacher, or who seriously interferes with the instructional program of the classroom;
14. Treat students ethically and responsibly;
15. Help students to reach their maximum potential;

16. Appropriately supervise students and administer discipline in accordance with this Code, District policies, and applicable law;
17. Explain and interpret the Code of Conduct to students;
18. Enforce the code in all areas of the school;
19. Demonstrate desirable standards of behavior through personal example;
20. Know the support services available to students and refer students who are in need of such services;
21. Comply with state educational law regarding corporal punishment and mandated reporting of suspected parental child abuse and/or child abuse in an educational setting;
22. In the event of removal from class, inform the student and the Principal of the reason for the removal;
23. Immediately report and refer violent students to the Principal or Superintendent of Schools.
24. Confront issues of harassment, bullying and/or discrimination or any situation that threatens the emotional, physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
25. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
26. Promptly report incidents of harassment, bullying and/or discrimination that are witnessed or otherwise brought to a teacher's attention to the appropriate Dignity Act Coordinator.

c) RESPONSIBILITIES OF BUILDING ADMINISTRATORS

As the educational leaders of the school, the Principal and his/her assistant(s) set the disciplinary climate for the school, not only for students, but for staff as well. Therefore, they must:

1. Seek to develop a sound and healthful atmosphere of mutual respect;
2. Evaluate the program of instruction in their school to achieve a meaningful educational program;
3. Help their staff self-evaluate their procedures and attitudes in relation to the interaction within their classrooms;
4. Develop procedures which reduce the likelihood of student misconduct;
5. Provide the opportunity for students and staff to approach the Principal directly for redress of grievances;
6. Work with students and staff to formulate school regulations;
7. Assist staff members to resolve problems which may occur;
8. Work closely with parents to establish a wholesome relationship between home and school;
9. Utilize all appropriate support staff and community agencies to help parents and students identify problems and seek solutions;
10. Establish necessary building security;
11. Assume responsibility for the dissemination and enforcement of the "Code of Conduct" and ensure that all discipline cases referred are resolved promptly;

12. Insure that students are provided with fair, reasonable, and consistent discipline;
13. Comply with pertinent state laws governing hearings, suspensions, and student rights;
14. Develop behavior guidelines and appeals procedures specific to each assigned school in harmony with this “Code of Conduct”;
15. Demonstrate desirable standards of behavior through personal example.
16. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender.
17. Report and/or investigate (as applicable) incidents of harassment, bullying and/or discrimination that are witnessed or otherwise brought to the administrator's attention, in accordance with this Code.

d) RESPONSIBILITIES OF DISTRICT ADMINISTRATORS

As the educational leaders of the school system, the Superintendent of Schools and Central Administrators must:

1. Reinforce and extend the indicated responsibilities of the Principals and make them applicable to the school system for grades K-12;
2. Recommend to the Board of Education appropriate policies, regulations and actions to achieve optimum conditions for positive learning;
3. Develop and implement an effective “Code of Conduct” supportable by students, parents, staff and community;
4. Demonstrate desirable standards of behavior through personal example;
5. Provide each teacher with a copy of the “Code of Conduct.”
6. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender.
7. Report and/or investigate (as applicable) incidents of harassment, bullying and/or discrimination that are witnessed or otherwise brought to the administrator's attention, in accordance with this Code.

e) RESPONSIBILITIES OF THE BOARD OF EDUCATION

As the elected officials in charge of our schools, the Board of Education will:

1. Adopt the policies governing the District, including this “Code of Conduct”;
2. Ensure that the “Code of Conduct” contains clear behavioral expectations and disciplinary consequences for students, staff and visitors;
3. Ensure that the “Code of Conduct” is clearly communicated to students, parents, staff and the school community;
4. Ensure that the “Code of Conduct” is implemented and enforced in a consistent, reasonable, fair and equitable manner;
5. Annually review the “Code of Conduct” and adopt revisions to the Code as needed;
6. Appoint at least one Dignity Act Coordinator in each school building who shall be thoroughly trained to handle human relations in the areas of race, color, weight, national

origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, and gender.

7. Adopt policies, procedures and guidelines respect to the development of school employee training programs to promote a positive school environment that is free from harassment, bullying and/or discrimination and to discourage and respond to incidents of harassment, bullying and/or discrimination on school property or at a school function and/or off school property as set forth in the District's Dignity Act policy and in applicable law.

f) RESPONSIBILITIES OF THE DIGNITY ACT COORDINATORS (DACs)

1. Lead or supervise a thorough investigation into all reports of harassment, bullying and discrimination, in accordance in accordance with this Code and other applicable District policies;
2. Take or cause prompt actions to be taken that are reasonably calculated to end the harassment, bullying and/or discrimination, eliminate any hostile school environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such harassment, bullying and/or discrimination was directed in accordance in accordance with this Code and District policies; and
3. Promptly notify the appropriate local law enforcement agency when the DAC believes that any harassment, bullying and/or discrimination constitutes criminal conduct.

V PREVENTING HARASSMENT, BULLING & DISCRIMINATION AGAINST STUDENTS

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity, and equality. The Board recognizes that harassment, bullying and discrimination are detrimental to student learning and achievement. These behaviors interfere with the mission of the District. Such behaviors not only affect the students who are its targets but also affect those individuals who are participants or who witness such acts. To this end, the Board condemns and strictly prohibits harassment, bullying and discrimination.

No student shall be subjected to harassment, bullying and/or discrimination by employees or students; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender by school employees or students. However, nothing in this Code shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction based on a person's gender that would be permissible under Section 3201-a or Section of the New York Education Law and title IX of the Education Amendments of 1972 (20 U.S.C. section 1681, et. seq.). Nor shall anything in this Code be construed to prohibit, as discrimination based on disability, actions that would be permissible under section 504 of the Rehabilitation Act of 1973.



a. REPORTING KNOWN AND/OR SUSPECTED HARASSMENT, BULLYING & DISCRIMINATION

Any student who believes that he or she is being subjected to harassment, bullying or discrimination or who witnesses harassment, bullying or discrimination, as well as any other person who has knowledge of or witnesses any possible occurrence of harassment, bullying or discrimination, shall report the harassment bullying or discrimination, orally or in writing, to any school employee or to the designated Dignity Act Coordinator for the student's school building. School employees at all levels are responsible for reporting harassment, bullying and discrimination of which they are aware. Any employee who is assigned to and regularly works within a particular school building who witnesses harassment, bullying or discrimination or who receives an oral or written report of harassment, bullying or discrimination shall promptly, orally notify the designated Dignity Act Coordinator for his or her school building within one school day and within two school days after making the oral report, shall promptly file a written report with the designated Dignity Act Coordinator. All other school employees who witness harassment or discrimination or receive an oral or written report of harassment discrimination shall promptly, orally notify either their immediate supervisor, who in turn shall notify the designated Dignity Act Coordinator for the supervisor's school building (if applicable), or shall promptly notify the Superintendent of Schools and thereafter, within two school days of making the oral report, shall file a written report with the same person to whom the oral report was made.

b. INVESTIGATING & RESPONDING TO COMPLAINTS OF HARASSMENT, BULLYING AND DISCRIMINATION

The Dignity Act Coordinator to whom a report is made, or the Superintendent (if the report is made directly to the Superintendent by school employees who are not assigned to a particular school building) shall promptly investigate or cause an investigation to be made into the complaint, regardless of whether the complaint is made orally or in writing.

The parents of the student who is alleged to be the target of the alleged harassment, bullying or discrimination shall be notified immediately of the fact that a complaint has been made and that an investigation is being conducted. If the complaint alleges that other students engaged in acts of harassment, bullying or discrimination, the parents of those students shall also be notified.

All complaints will be handled confidentially, except for disclosure necessary to thoroughly investigate and resolve the complaint.

The parents of the student who is alleged to be the target of the alleged harassment, bullying or discrimination, and the parents of any accused students, will be informed of the outcome of the investigation. The Superintendent of Schools will also be informed of the outcome of the investigation.

If any students or parents are not satisfied with any procedural aspect of the District's investigation of a complaint, they may appeal such procedural issues to the Board of Education. The appeal must identify the specific action being appealed, explain the basis of the appeal, and

must be delivered to the Superintendent of Schools within ten (10) days of the date the student or parent is informed of the outcome of the investigation.

When an investigation verifies that the alleged harassment, bullying or discrimination occurred, the Dignity Act Coordinator or Superintendent (as applicable) shall take prompt action, or cause prompt action to be taken, that is reasonably calculated to end the harassment, bullying or discrimination, eliminate any hostile school environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such harassment, bullying or discrimination was directed. Such actions shall be consistent with District guidelines developed in accordance with this Policy.

In addition, whenever a Dignity Act Coordinator or the Superintendent (as applicable) believes that any harassment, bullying or discrimination constitutes criminal conduct, he or she shall promptly notify the appropriate local law enforcement agency.

c. RETALIATION STRICTLY PROHIBITED/IMMUNITY FROM LIABILITY

The Board prohibits retaliatory behavior directed at any such person having reasonable cause to suspect that a student has been subjected to harassment, bullying or discrimination by an employee or student on school property or at a school function (or off school property, as set forth in this Policy), who acting reasonably and in good faith, either: 1) reports such harassment, bullying or discrimination to: a) school officials, b) the Commissioner of Education, or c) law enforcement authorities; and/or 2) acts in compliance with applicable law; and/or 3) initiates, testifies, participates or assists in any formal or informal proceedings with respect to such harassment, bullying or discrimination.

In addition, all such persons shall have immunity from any civil liability that may arise from the making of such a report or from initiating, testifying, participating or assisting in such formal or informal proceedings.

Follow-up inquiries and/or appropriate monitoring of the alleged wrongdoer and victim shall be made to ensure that the harassment, bullying or discrimination has not continued or resumed and that those involved in the investigation of allegations of harassment, bullying or discrimination have not suffered retaliation.

VI CODE VIOLATIONS & DISCIPLINARY INFRACTIONS, WITH POSSIBLE PENALTY REFERENCES

The District imposes disciplinary consequences upon students who engage in conduct on school property or at a school function that: 1) is disorderly and/or disruptive; 2) is insubordinate; 3) is violent; and/or 4) endangers the safety, morals, health or welfare of others. This includes but is not limited to discipline for the following specific types of misconduct (Note: Potential disciplinary measures for each type of misconduct are cross-referenced by number in the parenthesis that follow each example):

1. Disturbances which disrupt instruction. (1-8)

2. Repeatedly disruptive and/or substantially interferes with the teacher's authority in class, giving rise to removal on four or more occasions per semester. (7, 8)
3. Abusive language and/or indecent gestures directed at staff, students or visitors on school grounds or at school functions (1-8)
4. Carelessness in failing to follow school rules and staff directions. (1-5)
5. Dress or grooming which is inappropriate as described in this code. (1-6)
6. Possession or dissemination of obscene materials (1-8)
7. Smoking or tobacco possession and/or use on campus or at school functions. (1-8)
8. Cheating in any academic, extra-curricular or co-curricular activity. (1-6)
9. Abusive and/or indecent language and/or gestures directed at school employees or students on school property or at school functions which provoke a fight. (4-8)
10. Willful failure to obey the reasonable directives of school staff (insubordination), including directives not to engage in conduct otherwise referenced as an infraction in this Code and for failing to notify a parent of assignment to detention. (1-8)
11. Fighting between students where no dangerous instruments are involved and no person is injured in the altercation. (4-8)
12. Fighting between students where harm is caused to one or more of the combatants. (5-11)
13. A fight involving the use or threatened use of a dangerous or deadly weapon. (5-12)
14. Any violent act against a teacher or other staff member, as described in this code. (7-12)
15. Any violent act against another student or person on school property or at a school function, as described in this code. (7-12)
16. Possession of what appears to be a weapon on school property.<sup>1</sup> (8-12)
17. Coming to school and/or school functions under the influence of alcohol or drugs. (6-12)
18. Possession of illegal drugs, drug paraphernalia, alcohol and/or other illegal or unauthorized substances, including but not limited to inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, unauthorized

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<sup>1</sup> Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis.

The Superintendent is required to refer the following students to the County Attorney (or the county presentment agency if

- Any student under the age of 16 who is found to have brought a weapon or firearm to school, except a student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law.

The Superintendent shall refer any pupil 16 years of age or older or a student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law, who has been determined to have brought a weapon to school, to the appropriate law enforcement officials.

- prescription drugs and/or over-the-counter medications, or any counterfeit drug or substance which the individual believes or represents to be such drugs, alcohol or unauthorized substances, on school property or at a school functions. (6-10)
19. Use/consumption of illegal drugs, alcohol and/or other illegal or unauthorized substances, including but not limited to inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, unauthorized prescription drugs and/or over-the-counter medications, or any counterfeit drug or substance which the individual believes or represents to be such drugs or alcohol or unauthorized substance, on school property or at a school function. (6-12)
  20. Sale or other distribution of illegal drugs, alcohol and/or other illegal or unauthorized substances, including but not limited to inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, unauthorized prescription drugs and/or over-the-counter medications, or any counterfeit drug or substance which the individual believes or represents to be such drugs or alcohol or unauthorized substance. (6-12)
  21. Possession of fireworks on school property or at school functions (6-12)
  22. Use of fireworks while on school property or at school functions (6-12)
  23. Gambling (5-12)
  24. Hazing. (5-12)
  25. Lewd behavior and/or sexual misconduct. (5-12)
  26. Extortion. (6-13)
  27. Plagiarism. (5-8)
  28. Arson. (5-13)
  29. Intentional destruction of school property. (5-13)
  30. Theft of school property. (5-13)
  31. Use or possession of beepers, cellular phones, lighters, light or laser pointers or electronic devices during the school day. (Confiscation, 4-6)
  32. Violation of computer use policy. (1-7 Suspension of Computer Privileges)
  33. Cutting class, study hall, homeroom, teacher detention or administrative detention. (4-6)
  34. Eating or drinking outside of lunch periods or where prohibited. (1-5)
  35. Driving recklessly, speeding, failing to follow school crossing guard's directives on school grounds. (Suspension of driving privileges) (5-8) (SEE: Student Driver Privileges)
  36. Activation of a false alarm, bomb threat and/or any other threat/behavior that creates an unsafe and/or hostile school climate for any members of the school community. (5-12)
  37. Forgery or fraud used to gain unfair or dishonest advantage to disturb/attack another persistently or repeatedly (5-13)
  38. Harassment, bullying and/or discrimination. (4-10)
  39. Intimidation or coercion to compel by force or fear. (5-12)
  40. Leaving the building without authorization (5-8)
  41. Public displays of affection (1-6)
  42. Theft of personal property (4-8)

43. Being present on school grounds or at school related functions while suspended from school (6-12)

In addition, as is also set forth in the Introduction to this Code, the District has the legal authority and reserves the right to discipline students for “off-campus conduct” (i.e., conduct that occurs off school property and/or not at school function) which endangers the safety, morals, health or welfare of others within the educational system or which adversely affects the educative process. The District also has the legal authority and reserves the right to discipline students for off-campus speech that actually causes, or is reasonably forecast as being likely to cause a material and substantial disruption to the work and/or discipline of the school. Nothing in this Code shall limit the authority of school officials to implement this Code with students from other schools, within or outside the District.

#### A. DISCIPLINARY MEASURES

The following disciplinary measures may be imposed as consequences in the violation of the Student Code of Conduct. The consequence chosen will be based on the severity of the infraction, not in the order in which they are listed.

1. Warnings (oral or written)
2. Written notification of student’s misbehavior to the parent
3. Parent Conference
4. Detention (Lunch; After-school)
5. In-school suspension
6. Saturday School
7. Suspension from school for up to five (5) school days
8. Suspension from school in excess of (5) school days
9. Suspension from school for at least one (1) year for possession of weapon pursuant to the Gun-Free Schools Act of 1994 (subject to the right of the Superintendent to modify such penalty) or, in the case of a student with a disability whose possession of a weapon is determined to be related to his/her disability, placement in an interim alternative educational setting for a period of up to forty-five (45) days.
10. Placement in an interim alternative educational setting for a period of up to forty-five (45) days, in the case of a student with a disability whose knowing possession or use of illegal drugs, or sale or solicitation of the sale of a controlled substance at a school or a school function is determined not to be related to his/her disability.
11. Permanent suspension. (Expulsion).
12. Financial restitution.

#### B. Additional Options for Disciplinary Infractions:

- Peer support groups or other relevant learning or service experiences
- Supportive interventions
- Behavioral assessment or evaluations
- Behavioral management plans with benchmarks that are closely monitored

## VII STUDENT SUSPENSION PROCESS

The Board of Education, District Superintendent, Superintendent of Schools, a Building Principal or in his/her absence, an acting Building Principal, may suspend a student from school for violations of this Code.

### A. PRE-SUSPENSION PROCESS

Prior to being suspended from school, the student shall be confronted by a school official empowered to suspend, as referenced above, at which time the evidence upon which the decision to suspend is based shall be stated to the student and the student shall be given the opportunity to explain his/her version of the facts. The student shall also be afforded the right to present other persons to the suspending authority in support of his/her version of the facts. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, such confrontation shall occur following suspension, as soon thereafter as is reasonably practicable. In all other cases, there shall be no suspension until after the informal Principal's conference, unless the rights described in paragraph "B", below are waived by the student's parent or guardian.

### B. SHORT-TERM SUSPENSION PROCESS

Prior to a proposed suspension from school for between one and five school days by a Building Principal or an acting Principal in the absence of the Building Principal, the student and his/her parent shall be notified, in writing, by personal delivery, express mail or overnight service, and by telephone, if possible, within 24 hours of the decision to propose suspension.

Such written notice shall include a description of the incident(s) resulting in the proposed suspension and shall inform the parents of their right to request an immediate informal conference with the Principal at which the student and/or his/her parents may present the student's version of the event and ask questions of complaining witnesses. Upon such request, an informal conference with the Principal and other parties involved shall be convened as soon as possible, at which time the witness(es) relied upon by the Principal in making the suspension determination, may be questioned by the parent or guardian. The right to an informal conference with the Principal shall also extend to a student if 18 years of age or older. The notice and informal conference shall be in the dominant language or mode of communication used by the student's parent. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable. Any appeal brought by the parent or student over the age of 18 of a Principal's suspension must be presented to the Board of Education within 30 days, and is a prerequisite to filing any further appeal.

### C. LONG TERM SUSPENSION PROCESS: SUSPENSION FOR MORE THAN FIVE DAYS

Any suspension from school in excess of five school days shall be considered a long-term suspension. Unless there is an agreement between the person requesting the suspension and the parent, a long-term suspension may be imposed only after the Superintendent of Schools or the

Board of Education has conducted a hearing. The Superintendent of School or Board of Education may designate a Hearing Officer to make findings of fact with respect to the charges of infractions under this code of conduct, and Section 3214 of the New York State Education Law as well as penalty recommendation pursuant to the penalty parameters described herein.

#### D. HEARING PROCEDURES – NOTICE OF HEARING

In the event of the suspension of a student under the age of 18 years, the notice of suspension will be mailed or delivered to the parent, who shall be given reasonable notice of the time and place of the hearing, as well as the nature of the charge(s) and the facts, sufficiently stated so that a proper defense (if applicable) may be placed upon the record on behalf of the student. In the event of the suspension of a student over the age of 18, the notice, as described above, shall be delivered or mailed to the student, as well as to the student's parent(s), if any. Emancipated minors shall be entitled to the same notice rights as a student beyond the age of 18 years. All notices of long-term suspension hearings shall contain provisions indicating that the student has the right to be represented by an attorney or lay counsel, that a transcript of the hearing will be prepared (tape recording or stenographic record) and that the student has the right: to subpoena witnesses or otherwise present witnesses in his/her defense, to cross examine witnesses called by the District, to refuse to testify pursuant to the 5th Amendment privilege against self-incrimination, (but only to the extent that the student is in criminal jeopardy in a pending criminal proceeding regarding the same alleged misconduct that is the subject of the student disciplinary proceeding), to testify on his/her own behalf but subject to cross examination. The time, date and location of the hearing shall also be prominently set forth in the notice.

#### E. LONG TERM SUSPENSION HEARING

The hearing shall be conducted by the Superintendent or a designated Hearing Officer or the hearing shall be conducted by the Board or its designated Hearing Officer in the event that the suspension originated by Board action. At the beginning of the hearing, the Hearing Officer shall inform the student and the student's representative(s):

- that the District's and the student's representatives shall have the right to examine and cross-examine witnesses;
- that if the student does testify, he/she shall be subject to cross-examination;
- that the District has the burden of proving the charges by competent and substantial evidence;
- that a transcript of the proceedings shall be maintained and made available to the student's representative upon request; and

The person conducting the hearing shall not have intimate knowledge of the details of the charges to assure an impartial, unbiased hearing of the case.

The Hearing Officer shall inform the parties:

- that the case will proceed by having the District present its evidence through witnesses and other evidence first;

- that the District's witnesses shall be subject to cross-examination by the student's representative; and
- that the student will then have the opportunity to present witnesses on his/her behalf, subject to cross-examination by the District's representative

Following the conclusion of the testimony and the introduction of other evidence matters, the parties shall be afforded the opportunity to present brief oral arguments to the Hearing Officer indicating the reasons why the charges should be sustained or dismissed. The Hearing Officer shall then reach findings of fact upon the charges. In the event that one or more of the charges is sustained, the Hearing Officer shall then entertain statements from the parties regarding the appropriate penalty outcome. The parent and/or the student, in an appropriate case, shall then (if not sooner) be provided a copy of the student's past disciplinary anecdotal record and given the opportunity at that time to review this record before moving forward with the penalty phase. Such record may be considered by the Hearing Officer in determining an appropriate penalty. The Hearing Officer, upon the conclusion of the portion of the proceedings dealing with penalty determinations, shall make findings of fact and penalty recommendations, if any, to the person or body which designated him/her immediately upon the conclusion of the long-term suspension hearing. The Superintendent or Board, whichever designated the Hearing Officer, shall review the findings of fact and penalty recommended by the designated Hearing Officer, and shall adopt in whole or in part, the Hearing Officer's finding of fact and penalty determinations. This process shall be concluded within the five school day period from the time of the initial suspension if the student is to be continuously suspended. The decision may be communicated to the student's representative and/or student (where over the age of 18) beyond the five school day period in cases where the student has been reinstated to attendance in school pending the final determination on the charges and penalty by the Superintendent or the Board, in cases to be decided by them, respectively.

#### F. SUSPENSION FROM TRANSPORTATION SERVICE

Students may be suspended from transportation services for an infraction of District rules and/or policies, including but not limited to the infractions listed herein, following the opportunity for an informal conference by the student and his or her parents with the Superintendent of Schools or his/her designee.

#### G. SUSPENSION FROM EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES, & SCHOOL FUNCTIONS

A student may be suspended from participating in extra-curricular or co-curricular activities (including a sports team) for an infraction of District rules and/or policies, including but not limited to any of the provisions herein, and/or (see AIM) for violating a code of conduct issued to participants in the activity by the activity supervisor or for fighting at games. Upon the request of the student's parent/guardian, the Building Principal or other school personnel authorized to suspend students from participation in such activities shall first allow the parent/guardian or other representative of the student the right to appear before him/her informally, to discuss the conduct which serves as the basis for the proposed suspension from



the activity. If a student is suspended from school pursuant to §3214 of the Education Law, he/she shall not be permitted to participate in any extra-curricular or co-curricular activities, or any other school events or activities which take place on the days of suspension (including intervening weekends).

#### H. DRESS & GROOMING

All Students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, accessories (wallet chains), make-up and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process. Pants, jeans, shorts, etc., must be worn appropriately. Waists should not be rolled down on hips. Undergarments must be covered.
- Be modest. Recognize that extremely brief garments such as tube tops, tank tops, net tops; halter tops, spaghetti straps, plunging necklines (front or back) and see-through garments are not acceptable. Tops must fully cover the chest and midriff area.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include the wearing of hats, visors, sunglasses or bandanas in the building except for a medical reason or religious purposes.
- Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, age, gender, sexual orientation or disability.
- Not promote the use and/or advertise alcohol, tobacco or illegal drugs or encourage other illegal or violent activities.
- Skirts, shorts and other such apparel must be of appropriate length.
- Jackets will not be permitted in classrooms. Students should dress for academic environment.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

## I. ELECTRONIC DEVICES

IPods, headsets, pagers, cellular phones, electronic games or other such similar devices are prohibited in school except that students may possess cell phones or pagers with written permission of the building principal in rare cases based on proof of necessity for communication in a medical emergency or other compelling circumstances. All such equipment will be confiscated when visible and released only to a parent or guardian.

## J. BACKPACKS & SKATEBOARDS

Backpacks should be used to transport school materials to and from school. They should be stored in student lockers during the school day. Change purses/bags are not permitted in classrooms. Students have access to lockers throughout the school day and can retrieve classroom materials whenever necessary in accordance with school rules. Backpacks and oversized purses that are brought by students into classrooms have created safety issues by blocking escape routes, hindering the swift evacuation from the building during unforeseen emergency evacuations. Skateboards are not allowed in school or on school grounds. Please leave them home. Skateboards will be confiscated and released only to a parent or guardian.

## VIII DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities are entitled to certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. This Code of Conduct affords students with disabilities who are subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations, notwithstanding anything in this Code to the contrary.

### A. AUTHORIZED SUSPENSIONS OR REMOVAL OF STUDENTS WITH DISABILITIES

For purposes of this section of the Code of Conduct, the following definitions apply:

**“Removal”** means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer pursuant to &201.8 of CR.

**“IAES”** means a temporary educational placement for a period of up to 45 school days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address

the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

The Board, the District Superintendent of Schools, or a Building Principal delegated the authority to suspend students, may order the placement of a student with a disability into an IAES, another setting, or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

1. The Superintendent may order the placement of a student with a disability into an IAES (interim alternative educational setting), another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under the paragraph above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
2. The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
3. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the Committee on Special Education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 school days, if the student carries or possesses weapons, uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school or on school premises (20 USC §1415).
4. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

#### **B. CHANGE OF PLACEMENT RULE**

A disciplinary change in placement means a suspension or removal from a student's current education placement that is either:

1. more than 10 consecutive school days; or
2. a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the District may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances, or the student has inflicted serious bodily injury upon another person while at school or on school premises.

#### C. SPECIAL RULES REGARDING THE SUSPENSION OR REMOVAL OF STUDENTS WITH DISABILITIES

The District's Committee on Special Education shall conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the District is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school District shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

The District's CSE shall conduct a Manifestation Determination Review of the relationship between the student's disability and behavior subject to disciplinary action whenever a decision is made to place a student in an IAES, either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than ten consecutive days or for a period that would result in a disciplinary change in placement unless the CSE has determined that the behavior is not a manifestation of the student's disability.

The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the District is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the District is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.

The Superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.

A student will not be presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the District had knowledge the student was a student with a disability, the District either:

- conducted an individual evaluation and determined that the student is not a student with a disability, or
- determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations

If there is no basis for knowledge that the student has a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the District, which can include suspension.

The District shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner of Education shall accompany the notice of disciplinary removal.

During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Regulations of the Commissioner of Education incorporated into this policy.

#### D. EXPEDITED DUE PROCESS HEARINGS

An expedited due process hearing shall be conducted in the manner specified by the Regulations of the Commissioner of Education incorporated into this policy, if:

1. The District requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
2. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
3. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the District agree otherwise.
4. If the school personnel propose to change the student's placement after the expiration of a proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
5. An expedited due process hearing shall be completed within 15 days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the District and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

#### E. REFERRAL TO LAW ENFORCEMENT & JUDICIAL AUTHORITIES

In accordance with the provisions of IDEA and its implementing regulations:

The District may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.

The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to which a crime is reported only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (34 CFR §300.535).

## F. PERSONS IN NEED OF SUPERVISION (PINS) PETITION

Where a student with a disability is not attending school or is ungovernable/incorrigible, the Department of Probation requires that the District conduct a manifestation determination review to determine whether the student's behavior is intentional and ongoing and not related to the student's disability before referring the matter for petition (9 NYCRR Part 357).

## IX CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot be reasonably used, reasonable physical force may be used to:

Protect oneself, another student, teacher or any person from physical injury.

Protect the property of the school or others.

Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school District functions, powers and duties, if that student has refused to refrain from further disruptive act.

## X STUDENT SEARCHES AND INTERROGATIONS

that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials, required to contact a student's parent(s) before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes school officials (the Superintendent, building administrators, school nurses and building security aides) and persons authorized by these school officials, to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law, the District Code of Conduct or other school rules. An authorized school official may conduct a search of a student's belongings, including but not limited to book bags, vehicles parked on school property, etc., as long as the school official has a reasonable suspicion for the search.

Ordinarily, there must be reasonable suspicion to believe that the search of a particular student will turn up evidence that the particular student is violating the law or school rules. However, "individualized" suspicion is not required in every case before school officials can search students and/or their possessions. The need to search a student or student's possessions is determined by balancing the District's legitimate justification to conduct the search against the student's or students' expectation of privacy in the area to be searched. Every search must be:

1. "Justified at its Inception" – meaning that there must be reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school; and

2. “Permissible in Scope” – meaning that the search measures used must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

An authorized school official may search a student or the student's belongings based upon information received from a reliable source. Individuals other than District employees will be considered reliable informants if they have previously supplied information that was found to be accurate, if they make an admission against self-interest, if they provide the same information that is received independently from other sources, or if they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the District Code of Conduct, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practical, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

#### A. STUDENT LOCKERS, DESKS & OTHER SCHOOL STORAGE PLACES

Students have no reasonable expectation of privacy with respect to the above locations; school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

#### B. STRIP SEARCHES

A strip search is a search that requires a student to remove any or all of his or her clothing, other than a jacket or other similar “outer” clothing. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the Superintendent or the school attorney. The only exception to this rule requiring advance authorization is when the school official reasonably believes there is an emergency situation that could threaten the safety of the student or others. Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another District professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have reasonable suspicion to believe the student is concealing evidence in intimate places of a violation of law or the District Code of Conduct or school rules that poses an immediate or imminent risk of danger in terms of its power or quantity. In addition, before conducting a strip search, the school official must



consider the nature of the alleged violation, the student's age, the student's record and the need for such a search.

School officials will attempt to notify the student's parent by telephone before conducting a strip search or in writing after the fact if the parent could not be reached by telephone.

### C. DOCUMENTATION OF SEARCHES

The building administrator shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what item(s) were found)
10. Disposition of items found.
11. Time, manner and results of parental notification.

The building administrator shall be responsible for the custody, control, and disposition of any illegal or dangerous item(s) taken from a student. The building administrator shall retain control of the item(s), unless the items are turned over to the police. The building administrator shall be responsible for personally delivering dangerous or illegal item(s) to police authorities.

### D. POLICE INVOLVEMENT IN SEARCHES & INTERROGATIONS OF STUDENTS

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant;
2. probable cause to believe a crime has been committed on school property or at a school function; or
3. been invited by school officials

## XI VISITORS TO THE SCHOOLS

The Board encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building

administrator is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the reception desk, sign in to the visitors' register, and present appropriate identification to security staff. A visitor's identification badge will be issued and must be worn at all times while in the school or on school grounds. Visitors reporting to building destinations other than school offices will be escorted by school personnel. Upon leaving the building, visitors need to sign out in the visitors' register and return the identification badge.
3. Visitors attending after-school, evening, or weekend school functions that are open to the public, such as concerts or public gatherings, are not required to register.
4. Teachers are expected not to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the building administrator. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.
7. Nothing in this Article or this Code shall be deemed to give parents or other visitors to the District's school a legal right to visit classrooms during instructional time.

## XII PUBLIC CONDUCT ON SCHOOL PROPERTY

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions.

The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

### A. Prohibited Conduct

No person, either alone or with others, shall:

1. intentionally injure any person or threaten to do so;
2. damage or remove District property;
3. disrupt the orderly conduct of classes, school programs or other school activities;
4. distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, libelous, obstruct the rights of others, or are disruptive to the school program;
5. intimidate, harass, or discriminate against any person on the basis of race, color, nationality, religion, age, sex, sexual orientation, disability or other legally protected classification or characteristic;

6. enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
7. obstruct the free movement of any person in any place to which this Code applies;
8. violate the traffic laws, parking regulations or other restrictions on vehicles;
9. possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, tobacco products, or be under the influence of such substances on school property or at a school function;
10. possess or use firearms or other weapons including but not limited to air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray while in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the District;
11. loiter on or about school property;
12. gamble on school property or at school functions, except as authorized by law and in accordance with District policy (e.g. authorized raffles and/or games of chance conducted by charitable organizations during non-school hours);
13. refuse to comply with any lawful order of identifiable District officials performing their duties;
14. willfully incite others to commit any of the acts prohibited by this Code;
15. violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

#### B. Penalties

Persons who violate this Code shall be subject to the following penalties:

1. Visitors' authorization, if any, to enter or remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to comply, they shall be subject to ejection and arrest.
2. Students shall be subject to immediate ejection and to disciplinary action as the facts may warrant, including any of the penalties listed in the "Penalties" section of this Code, in accordance with the due process of law requirements.
3. Tenured faculty members shall be subject to disciplinary action as the facts may warrant in accordance with Education Law Section 3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the Civil Service entitled to the protection of Civil Service Law section 75 shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law section 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 3 and 4 shall be subject to immediate ejection and to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

### C. Enforcement

The building administrator or designee shall be responsible for enforcing the conduct required by this Code. The Superintendent may designate other authorized District staff to take action consistent with the Code.

When the Superintendent or his/her designee observes or is informed of an individual engaging in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the designated school official shall tell the individual that the conduct is prohibited and direct the individual to stop. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the designated school official shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating the Code.

## XIII DISSEMINATION AND REVIEW OF THE CODE OF CONDUCT

### A. Dissemination of The Code Of Conduct

The Board will work to ensure that the community is aware of this Code of Conduct by:

1. providing copies of a summary of the Code to all students, in an age-appropriate version, written in plain language at a school assembly to be held at the beginning of each school year;
2. mailing a summary of the Code written in plain language to all parents of District students before the beginning of the school year and making this document available later upon request;
3. providing all current teachers and other staff members a copy of the complete Code and a copy of any amendments to the Code as soon as practicable after adoption;
4. providing all new employees a copy of the complete Code when they are first hired;
5. making copies of the complete Code available via hard copy or on the District website for students, parents and other community members;
6. posting the complete Code of Conduct on the District's internet website, including any annual updates and/or amendments to the Code, plus current versions of related District policies pertaining to harassment, bullying and discrimination.

The District will provide in-service education for District staff members to ensure effective implementation of the Code. The Superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

## B. Review of The Code of Conduct

The Board may appoint an advisory committee to assist in reviewing the Code and the District's response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel. Before finalizing any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate. The Code of Conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

## STUDENT ACCEPTABLE USE POLICY/COMPUTER USE POLICY

The Sullivan West Central School District offers Internet access for student use. This document contains the Acceptable Use Policy for your use of the District Information Technology Resources (known as District IT Resources) and information of which you should be aware.

### I Program Development

In order to match electronic District IT Resources as closely as possible to the approved district curriculum, district personnel will review and evaluate District IT Resources in order to offer "home pages" and menus of materials that comply with district guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and District IT Resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the District IT Resources prior to gaining access to that network, either as an independent user or as a member of a class or group.

As much as possible, access to district information District IT Resources will be designed in ways that point students to those locations that have been reviewed and evaluated prior to use. While students may be able to move beyond those District IT Resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of District IT Resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

### II Educational Purpose

1. The District IT Resources have been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The District IT Resources have not been established as a public access service or a public forum. The Sullivan West Central School District has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the Acceptable Use Policy and the Student Handbook.

3. Individual E-mail Accounts for Students will not be provided. Students will only be allowed supervised e-mail access through a teacher account.
4. Students may not use the District IT Resources for commercial purposes. This means you may not offer, provide, or purchase products or services through District IT Resources.
5. Students may not use the District IT Resources for political lobbying.

### III Student Internet Access

1. All students will have supervised access to the Internet through their classroom, library, or school computer lab, unless the parents request (in writing) that this access be denied.
2. You and your parent must sign an Account Agreement to be granted independent Internet use on the District IT Resources. This option is only available for students in grades 8 - 12. Your parent can withdraw their approval at any time.
3. If approved by your building principal, you may create a personal Web page on District IT Resources. All material placed on your Web page must be pre-approved in a manner specified by the school. Material placed on your Web page must relate to your school and career preparation activities.

### IV Electronic Communication

It is District policy that students and others in the public schools should not be subject to video or audio capture, recording, or transmission of their words or images, by any student at a school, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. There are certain situations where the possession or use of electronic communication devices and cameras is absolutely prohibited within the public school.

1. In addition to those circumstances where possession or use of electronic communication devices and cameras is absolutely prohibited by this policy, school administrators and classroom teachers may prohibit the possession or use of such devices at specific times and in specific circumstances.
2. During any time when a student is scheduled to be in class or involved in a regular school activity, it is a violation of policy for the student to have in his or her possession an electronic communication device or camera which is in the "on" position and ready to receive, send, capture, or record any communication, visual image, sound, text message, or other information.
3. Electronic communication devices and cameras may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower rooms, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.
4. The principal or director of the school is hereby given authority to make determinations as to other specific locations and situations where possession of electronic communication devices and cameras is absolutely prohibited.

5. At no time may any electronic communication device or camera be utilized by any student in a way which might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
6. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or official school-related educational purposes, e.g., yearbook photographs, teacher-directed activities, classroom presentations, etc.

#### V Student Responsibilities

1. Access to the District IT Resources is a privilege, not a right. Access entails responsibility.
2. You are responsible for good behavior on school computer networks just as you are in a classroom or a school hallway. General school rules for behavior apply.
3. Independent access to network services is provided to students in grades 8 - 12 who agree to act in a considerate and responsible manner. Parent permission is required.
4. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. You must not go looking for or share security problems, because this may be construed as an illegal attempt to gain access.
5. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You have full responsibility for the use of your account and can be held responsible for any policy violations that are traced to your account.
6. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated the Student Acceptable Use Policy.
7. Parents should instruct their child(ren) if there is additional material that they think would be inappropriate for their child(ren) to access. The district fully expects that you will follow your parents' instructions in this matter.

#### VI Unacceptable Uses

It is not the intention of this regulation to define all inappropriate usage. However, in addition to the general requirements of acceptable student behavior, activities which shall be prohibited when using the District IT Resources include, but are not limited to, the following:

1. Displaying offensive messages or pictures
2. Using obscene, profane, lewd, vulgar, rude, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. Harassing, insulting, or attacking others
4. Using the District IT Resources for any type of communication including, but not limited to e-mail, instant messenger, network broadcasting, chat rooms, etc.
5. "Surfing" the Internet without an educational purpose
6. Damaging computers, computer systems, or computer networks
7. Attempting to override system security

8. Attempting to gain unauthorized access to the District IT Resources or to any other computer system through District IT Resources, or go beyond authorized access.
9. Engaging in practices that threaten the District IT Resources (e.g., loading files that may introduce a virus)
10. Violating regulation prescribed by the network provider
11. Violating copyright laws
12. Using others' passwords
13. Trespassing in others' folders, work, or files
14. Intentionally wasting limited District IT Resources
15. Employing the network for commercial purposes
16. Downloading large files
17. Engaging in any illegal act

Users will not use the District IT Resources to access material that is profane or obscene(pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of such access is to conduct research and access is approved by both the teacher and the parent.

## VII Sanctions

1. Violations may result in a loss of access, duration to be determined by the appropriate administrator.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

## VIII Personal Responsibility

When you are using the District IT Resources, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.



## DISCIPLINARY GUIDELINES FOR THE DISTRICT ACCEPTABLE USE POLICY

(Final decision to be made by administration and approved by Board of Education)

Occurrence	1st	2nd	3rd	4th	5th
Infraction	Suggested Steps (below)				
Engaging in an illegal act	4-5	4-5	4-5	4-5	4-5
Violating copyright laws	Follow district policy				
Damaging computer, computer systems, or networks	3-5	3-5	3-5	3-5	3-5
	Monetary recompense				
Attempting to override system security	3-5	3-5	3-5	3-5	3-5
Attempting to gain unauthorized access to District IT Resources or any other computer system or go beyond authorized access	3-5	3-5	3-5	3-5	3-5
Engage in practices that threaten the District IT Resources (e.g. load files that may introduce a virus)	3-5	3-5	3-5	3-5	3-5
Violating regulations prescribed by the AUP	1-5	2-5	3-5	4-5	4-5
Sending or displaying offensive messages or pictures	3-5	3-5	3-5	3-5	3-5
Using obscene, profane, lewd, rude, inflammatory, threatening, or disrespectful language	3-5	3-5	3-5	4-5	4-5
Harassing, insulting, or attacking others	3-5	3-5	3-5	4-5	4-5
Using the computer system for non-educational purposes (e.g. playing purely recreational games)	1-2	2-3	3-4	4-5	4-5
Bringing games or other files to school from home and using them on the District IT Resources for non-academic purposes.	1-2	2-3	3-4	4-5	4-5
Giving your ID and password for others to use	1-2	2-3	3-4	4-5	4-5
Trespassing in others' folders, work, or files	2-3	2-3	3-4	4-5	4-5
Using others' passwords	1-2	2-3	3-4	4-5	4-5
Communicating electronically with others	1-2	2-3	3-4	4-5	4-5
Disciplinary Options					
Step 1	Administrator conference with student, warning issued, parents notified				
Step 2	Administrator conference with student, 10 days restricted network access*, detention, parents notified				
Step 3	Administrator conference with student, 20 days restricted network access*, ISS, parents notified				
Step 4	Administrator conference with student, network privileges revoked for 20 days**, out of school suspension, parents notified				
Step 5	Superintendent's hearing, network privileges** revoked permanently				
*	Permits access to data and applications on a restricted basis for classes that require them				
**	When access is revoked, students are responsible for work completion by other means.				



## ***Extra-curricular Activities***

Extracurricular activities in the Sullivan West School Central 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 considered to be 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: In order to participate in an afterschool 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 prior approval is granted by a staff member as these students must be under the supervision of a staff member. They are to remain in the area of the designated activity. 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 afterschool. 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 afterschool without a bus note. These clubs include: Art, Chess, Lego, Running, Science/Nature, Technology and Odyssey of the Mind. 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 afterschool child care program. To find out more about this program or if any spots are available, please call The Latchkey Coordinator. 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 – (HS)

### I AFTER SCHOOL ACTIVITIES (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 (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 NAME</u>	<u>ADVISOR</u>
Art	Ms. Culligan
Game	Ms. Andrews
Drama	TBD
French	Ms. Fox
Journal Writing	Mr. Templeton
Lego/Robotics	Ms. Kelly
National Honor Society	Mrs. Graham/Mrs. Hubert
Odyssey of the Mind (gr. 6 – 8)	TBD
School Book Store	Mrs. Manzi
S.A.D.D. (Students Against Destructive Decisions)	Mrs. Brockner
Science	Mr. Clark
Select Choral Ensemble	Mr. Hoch

Ski  
Spanish  
Sr. High Student Council  
Jr. High Student Council  
Video  
Yearbook

#### CLASS ADVISORS

Senior Class  
Junior Class  
Sophomore Class  
Freshman Class

Mr. Billard  
Ms. Williams/Mrs. Hubert  
Mrs. Molusky  
Mrs. Ference/Mrs. Carroll  
Mr. Scardino  
Mrs. Love/Mrs. Molusky

Mrs. Grecco/Mr. Ellmauer  
Mrs. Norden/Mr. Lang  
Mrs. Sayers  
Ms. Hamilton

### III DANCES (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 – 8 (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 (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). 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 Main Office for these programs. Please encourage your students to take advantage of this opportunity.

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

#### A. 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. 1st offense – 25 calendar days suspension from all activities
2. 2nd offense – 100 calendar days suspension from all activities
3. 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.

A. Attendance

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 pre-approved and must be legal. All extenuating circumstances must be reviewed and approved by the building principal.

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

B. 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.

C. 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 parents 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.

D. Leaving a Team/Removal from Team

1. 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.

2. 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.

#### E. Earning a Varsity Letter

In order to be eligible to earn a Varsity Letter, student athletes must appear in at least 50% of all the season's contests. The determination to award a letter is subject to the coach's discretion.

#### F. 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.

#### G. 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.

#### H. Equipment

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

#### I. Injuries

Any injuries that occurs during extra-curricular activities shall be reported to the coach or advisor immediately.

#### J. In-School Suspension/ Out of School Suspension

Students assigned to ISS or OSS are not permitted to participate in extracurricular activities during the days 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.

#### K. 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 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.

### ***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 on 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 effect 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 be removed from play and not be allowed to return to play in the current game or practice at all that day.
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 be medically evaluated and released prior to starting step 5 of the *Return To Play Protocol*. (RTP)
4. The athlete is required to stay out of school and rest for 24 to 48 hours. Younger athletes, K-8th grade, are required to rest for 48 to 72 hours.
5. Our district *Return to Play Protocol* will be put into action as soon as the athlete is symptom free.



## 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 homeroom. 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 health program of the school. 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 (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.
- No food or drink will be taken out of the cafeteria without prior approval from the building principal.

### LUNCH/BREAKFAST PRICES

Each student is entitled, on a daily basis to one lunch:

PreK-5: \$2.50      Grades 6-12: \$2.75      Breakfast for all students: \$1.75      Milk: \$.45

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 lunchroom for a maximum of three days. Once a student owes for three lunches, further credit will be denied until restitution is made.

The Free and Reduced Lunch Program can help families with this expense. A form will come 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. It will be sent to Mrs. Phillips, who will notify you 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 SCHEDULES

<b>PreK/K</b>	11:17 – 11:47	<b>5th</b>	12:17 – 12:47
<b>1st</b>	11:47 – 12:17	<b>6th</b>	12:47 – 1:17
<b>2nd</b>	12:05 – 12:35	<b>7 &amp; 8</b>	11:27 – 12:08 (6 <sup>th</sup> period)
<b>3rd</b>	11:35 – 12:05	<b>9 – 12</b>	10:43 – 11:24 (5 <sup>th</sup> period)
<b>4th</b>	12:17 – 12:47		OR 12:11 – 12:52 (7 <sup>th</sup> period)

## 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 stimulant. 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

- You will first 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 Food Services, click on the link to mySchoolBucks.com OR go to [www.myschoolbucks.com](http://www.myschoolbucks.com).
- Click Register For A Free Account and enter the required information.
- Click Finish to complete the initial registration process.

## RECESS SCHEDULE (ES)

11:47 – 12:17 Pre K/K

11:17 – 11:47 First Grade

11:35 – 12:05 Second Grade

12:05 – 12:35 Third Grade

12:47 – 1:17 Fourth Grade

12:47 – 1:17 Fifth Grade

12:17 – 12:47 Sixth Grade

## 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 has been given by an adult who is 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 – High School***

Guidance 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 guidance office to arrange for an appointment.

### **ACADEMIC IMPROVEMENT MONITORING (AIMS)**

The purpose of the AIMS program is to support each student in meeting the primary goal of school, successful completion of each class they take.

1. Any student failing one or more classes will be placed on the AIMS List. Academic support for students are available periods 5, 6 and 7.
2. A student will become ineligible if he/she is failing two or more classes on a weekly report (seniors failing one or more classes required for graduation.) Students who appear on this list for the first time will be placed on probation for 1 week. A new probationary period will be granted in February. Students who appear on the list for a second time in a semester will be ineligible for the week (Wednesday – Tuesday) inclusive. Students will become reinstated and eligible to participate when they meet the AIM's criteria.
3. Failure lists will be submitted prior to Tuesday morning by each teacher no later than 8:00 AM. If students are placed on the AIMS list they will be notified in homeroom on Wednesday. A letter of notification, in the form of a progress report will also be mailed to parents/guardians.
4. Activity chairperson(s), advisors and/or coaches are responsible for enforcing the 1-week ineligibility period.

5. Attendance at and participation in all school extra-curricular functions are restricted for those students who are ineligible, e.g., an athlete may not attend practice, an actor may not attend play rehearsal and attendance at a dance is prohibited.
6. Students who are failing two (2) or more courses, or any 12th grader failing one course needed for graduation, will be required to attend the AIM study hall. AIM study hall will be held during the lunch periods. Students will report directly to the AIM study hall and eat while working. If a student buys lunch, the student will move to the front of the line, buy lunch and then report immediately to the AIM study hall.
7. Students who do not show up or refuse to attend will have a referral generated. Students are responsible for obtaining a list of work which can be completed from the subject teacher in whose classes they are failing and causing to be placed on the AIMS list. AIM SH is a silent SH with no use of electronics. Any violation may result in a referral. Students may use the computer for work purposes only. Students are expected to work for the duration of the period. Students may report to any teacher of a class which they are failing, with a pass, to complete work or to receive help.
8. Students will continue to report to the AIM study hall until they are no longer failing two (2) or more courses or the course needed for graduation if the student is a 12th grader.

#### DROPPING & ADDING COURSES (HS)

The 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 (HS)

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

### HONOR DESIGNATIONS (HS)

Valedictorian & Salutatorian: 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 Salutatorians 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 (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.

### NATIONAL HONOR SOCIETY

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

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 by the guidance office 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

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 guidance 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 5 – 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 insure 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.

**NEW 2016** - Incoming 7th 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 Kindergarten, Grades 1, 2, 3 & 5.
- Near vision acuity, hyperopia and color perception screening for all newly entering students.

### Hearing

- Hearing screening for all newly entering students and students in Kindergarten, Grades 1, 3, & 5.

### Scoliosis

- Scoliosis (spinal curvature) screening for all students in grades 5 – 9.

### Health Appraisals

- Physical examinations, on children in grades Pre-k, K, 2, 4, 7 & 10, and all new students, 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

- A dental certificate is requested for all newly entering students and students in Kindergarten, grades 2, 4, 7 & 10.

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.

### DENTAL SERVICES (ES)

The Sullivan West Elementary School has a dental hygiene program available to students in grades K-6. Permission slips are sent home in the fall for a yearly dental examination and cleaning. This service is done throughout the year upon receipt of a signed consent form. After the service is provided, a notification is sent home via the student as to the dental condition of the student. There is also a weekly fluoride rinse program in grades 1 – 6 and a daily fluoride tablet program in Kindergarten. This is also based on parental permission for participation. The fluoride is provided by the New York State Department of Dental Health. Once a student is participating, they cannot be removed from the program except by parental request.

### DRESSING FOR THE WEATHER (ES)

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

### EMERGENCY CARDS

Each child is given an emergency card on or before the first day of school which must be completed and returned to the school nurse as soon as possible. The information on the card is important and must be accurate. In the event of an accident or illness, the nurse will contact you or whomever you designate on the emergency card. If any of the information on the card changes during the school year, please notify the school nurse as soon as possible.

### 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)

Few conditions seem to cause as much concern in schools and homes as an infestation of head lice in children. Students in the elementary grades (ages 3 – 10) are the most likely target hosts for these insect pests. Head lice do not respect socio-economic class distinctions and their presence does not indicate a lack of hygiene or personal cleanliness. Recent medical recommendations from both the American Association of Pediatrics (AAP) and the National Association of School Nurses (NASN) do not treat head lice as an illness that necessitates an absence from school and have shown that the contagion does not spread as easily as once thought. Therefore, the Board of Education does not condone the absence of students from school for unnecessary reasons and considers head lice an unnecessary absence that impedes a student's educational progress.

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

- a. Whenever there is a possibility that a student is infested, staff will contact the student's parents. An infested student will not return to school unless corrective treatment has been given and the student is 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, as well as 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. Generally, 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 make arrangements to have someone pick your child up at the Front Lobby. Your child must be fever free for 24 hours, without Tylenol or Motrin, before they can 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 requirement: 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.

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
    - a. Medication orders must be renewed annually or when there is a change in medication or dosage.
    - b. The pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber.
    - c. 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:
      1. Contact parent regarding need for written order from a licensed prescriber.
      2. Contact licensed prescriber to obtain verbal permission to administer medication.
      3. Request written orders to be received within 48 hours.
      4. Contact parent and discontinue medication if written orders are not received in 48 hours.
      5. 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 elementary 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

**BUS PASSES:** Bus pass forms are available in the transportation office. Pupils are not permitted to change buses unless they have obtained permission from the main office. A parent signed bus form is required in order to obtain permission. The request should be brought in at the beginning of the school day and given to the homeroom teacher. If a student does not bring in a note, the student will be sent to his/her usual dismissal arrangement. **Phone call bus changes will not be accepted after 12:00 noon except in rare and extreme circumstances.**

Required information includes:



1. Date.
2. Student's first and last name.
3. Student's grade level.
4. Teacher's name (for elementary students only).
5. Student's regular bus symbol.
6. Symbol of the bus that the student will be riding.
7. The name and physical address of the people to whose home the child will be taken.

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 PreK-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. Each parent in the district will receive a school calendar at the beginning of the school year. If you have not received a school calendar, please contact the main office. Dates of events are subject to change – please check with the school 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 by the K12 alert system 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 parents: You will be able to sign up for a 10-week parent-teacher conference during this time.

- Elementary School: Wednesday, September 14, 2016, from 6:00 PM – 8:00 PM
- High School: Thursday, September 8, 2016, from 6:30-8:30 pm
  - Mandatory Junior/Senior Driving Seminar will take place at 7:30 pm in the Auditorium.  
Students must be accompanied by a parent or guardian. This seminar is for any junior/senior who may wish to park in the school lot sometime during the school year.

### 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 have the opportunity to sit 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 (ES)

Wednesday	December 14, 2016	5:00 – 8:00 PM	
Friday	December 16, 2016	12:30–3:30 PM	(1/2 day for students)
Wednesday	March 22, 2017	5:00 – 8:00 PM	
Friday	March 24, 2017	12:30 – 3:30 PM	(1/2 day for students)

Please sign up for your conference in your child’s classroom on “Meet the Teacher Night.”

### CONFERENCE DATES (HS)

Tuesday	November 15, 2016	5:00 – 8:00 PM
Thursday	March 23, 2017	5:00 – 8:00 PM

Please call 845-932-8401 ext. 1100 or email [henrylau@swcsd.org](mailto:henrylau@swcsd.org) beginning two weeks prior to conference dates to schedule ten-minute conference times.

Family Conferences: Parents/guardians may make appointments for conferences by calling their child’s teacher. Throughout the year, the teacher may also request a conference to discuss your child’s progress. It is important to your child’s progress that a close and positive relationship be maintained. Communication between parent and teacher is essential.

### PARENT PORTAL

Student information such as report cards and interim/progress reports will no longer be mailed home for students, with the exception of the elementary for the 1<sup>st</sup> marking period only. 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
- Transcripts
- Immunization Records
- Bus routes

### 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 “eSchool Data Parent Login” and follow the online instructions. You may need to request a new password if you have forgotten it.
- If you have NEVER received 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#.

#### 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.

**High School:** Students should report at 9:20 am instead of 7:20 am.

The following two-hour delay dates are scheduled for the 2016-17 school year:

- Wednesday, October 19, 2016
- Wednesday, December 7, 2016
- Wednesday, February 22, 2017
- Wednesday, April 26, 2017

## BELL SCHEDULE (ES)

REGULAR SCHEDULE PreK-6		TWO- HOUR	DELAY SCHEDULE
Homeroom	8:45 - 8:50	Homeroom	10:45– 10:50
Late Bell	8:50	Late Bell	10:50
Announcements	8:55	Announcements	10:55
Period 1	8:50 - 9:30	Period	
Period 2	9:32 - 10:12	Period	
Period 3	10:15 – 10:55	Period	
Period 4	10:57 – 11:37	Period 4	Regular
Period 5	11:37 – 12:17	Period 5	Schedule
Period 6	12:17 – 1:17	Period 6	
Period 7	1:19 – 1:59	Period TBA	
Period 8	2:01 – 2:41	Period TBA	
Period 9	2:43 – 3:23	Period TBA	
Dismissal	3:25 - 3:30		
		<b>THREE-HOUR</b>	<b>DELAY SCHEDULE</b>
		Homeroom	11:45 – 11:50
		Late Bell	11:50
		Announcements	11:48
		PK/K lunch	11:55 – 12:25
		1 <sup>st</sup> grade lunch	12:05 – 12:35
		2 <sup>nd</sup> grade lunch	12:10 – 12:40
		3 <sup>rd</sup> grade lunch	12:15 – 12:45
		4 <sup>th</sup> grade lunch	12:35 – 1:05
		5 <sup>th</sup> grade lunch	12:40 – 1:10
		6 <sup>th</sup> grade lunch	12:45 – 1:15
		Period TBA	Regular
		Period TBA	Schedule
		Period TBA	

## MARKING PERIOD/REPORT CARD SCHEDULE (ES)

### Marking Period Ends

December 1, 2016

March 9, 2017

June 12, 2017

### Interim Reports Available on the Parent Portal

October 24, 2016

February 3, 2017

May 12, 2017

### Report Cards Available on the Parent Portal

December 12, 2016

March 20, 2017

June 22, 2017

BELL SCHEDULE (HS)

<b>Homeroom</b>	<b>7:35 - 7:43</b>	<b>Homeroom</b>	<b>9:35 - 9:43</b>
<b>Late Bell</b>	<b>7:39</b>	<b>Late Bell</b>	<b>9:39</b>
<b>Announcements</b>	<b>7:40</b>	<b>Announcements</b>	<b>9:40</b>
Period 1	7:46 - 8:27	Period 1	9:46 – 10:14
Period 2	8:30 - 9:11	Period 2	10:17 – 10:45
Period 3	9:15 – 9:56	Period 3	10:48 - 11:16
Period 4	9:59 – 10:40	Period 4	11:18 – 11:47
Period 5	10:43 – 11:24	Period 5	11:50 – 12:18
Period 6	11:27 – 12:08	Period 6	12:21 – 12:49
Period 7	12:11 – 12:52	Period 7	12:52 - 1:20
Period 8	12:56 – 1:37	Period 8	1:23 - 1:51
Period 9	1:41 – 2:22	Period 9	1:54 - 2:22
<b>MEETING</b>	<b>DAY</b>	<b>THREE-HOUR</b>	<b>DELAY</b>
<b>Homeroom</b>	<b>7:35 – 7:43</b>	<b>Homeroom</b>	<b>10:33 – 10:40</b>
<b>Late Bell</b>	<b>7:39</b>	<b>Late Bell</b>	<b>10:36</b>
<b>Announcements</b>	<b>7:40</b>	<b>Announcements</b>	<b>10:37</b>
AM Meeting Period	7:46 – 8:11	Period 1	10:43 – 11:05
Period 1	8:14 – 8:50	Period 2	11:08 – 11:30
Period 2	8:53 – 9:29	Period 3	11:33 – 11:55
Period 3	9:32 – 10:08	Period 4	11:58 – 12:20
Period 4	10:11 – 10:47	Period 5	12:23 – 12:45
Period 5	10:50 – 11:26	Period 6	12:48 - 1:10
Period 6	11:29 – 12:05	Period 7	1:13 - 1:35
Period 7	12:08 - 12:44	Period 8	1:38 - 1:59
Period 8	12:47 - 1:23	Period 9	2:02 - 2:22
Period 9	1:26 - 2:04		
PM Meeting Period	2:07 - 2:22		

MARKING PERIOD/REPORT CARD SCHEDULE (HS)**End of Marking Period**

November 4, 2016

January 27, 2017

March 31, 2017

June 13, 2017

**Report Cards Available on Parent Portal**

November 10, 2016

February 2, 2017

April 6, 2017

June 28, 2017

# Calendar 2016-2017

SEPTEMBER 2016						
S	M	T	W	Th	F	S
		30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

8/30-31 - Conference Day  
 1 - Conference Day  
 5 - Labor Day - Closed  
 6 - First Day of School  
**15 - BOE Mtg 7:00 PM HS**  
 19 Student Days  
 3 Conference Days

**16-Budget Session 6:30 PM**  
**BOE Mtg. 7:00 PM - HS**  
 28-31 - ELA Grades 3-8

23 Student Days

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6-Emergency Evacuation  
 Drill-dismiss early  
 7 - Conference Day  
 10 - Columbus Day-closed  
**20 - Student Ach Forum 6:30 PM - BOE 7:00 PM HS**  
 19 Student Days  
 1 Conference Day

10-17 Spring Break-closed  
**20 - BOE Mtg. 7:00 PM HS**  
**25-Budget Session 6:30 PM**  
 Adopt BOCES Budget  
 Adopt SW 17-18 Budget

14 Student Days

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 - Veteran's Day-closed  
**17 - Facility Forum 6:30 PM**  
**BOE Mtg. 7:00 PM HS**  
 23-25 - Thanksgiving  
 Break-closed  
 18 Student Days

2-5 - Math Grades 3-8  
 16 - Budget Vote-Election  
**18 - BOE Mtg. 7:00 PM - HS**  
 26-29 - Memorial Day-closed

21 Student Days

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**15 - Fiscal Forum 6:30 PM**  
**BOE Mtg. 7:00 PM HS**  
 23-30 - Winter Break  
 16 Student Days

14-22 - Regents  
**15 - BOE Mtg. 7:00 PM HS**  
 22- Last Day for students  
 23- Conference Day  
 24 - Graduation - 10:30am in  
 HS Auditorium & Gym  
 16 Student Days  
 1 Conference Day

JUNE 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 - Winter Break  
 16 - M.L. King Day-closed  
**19 - Program Serv. Review**  
**5:30 PM - BOE 7:00 PM HS**  
 24-27 - Regent Exams  
 20 Student Days

## Snow Days - 8

184 Student Days  
 6 Conference Days  
**190 TOTAL DAYS**

## 2-Hour Delays

October 19<sup>th</sup>  
 December 7<sup>th</sup>  
 February 22<sup>nd</sup>  
 April 26<sup>th</sup>

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**16-Budget Session 6:30 PM**  
**BOE Mtg. 7:00 PM - HS**  
 17 - Conference Day  
 20 - Presidents' Day-closed  
 18 Student Days  
 1 Conference Day

Conference Days
CLOSED
3-8 Assessments
Regents

Adopted: 3/17/2016

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## **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.

<b>Grade level</b>	<b>Approximate times</b>
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.

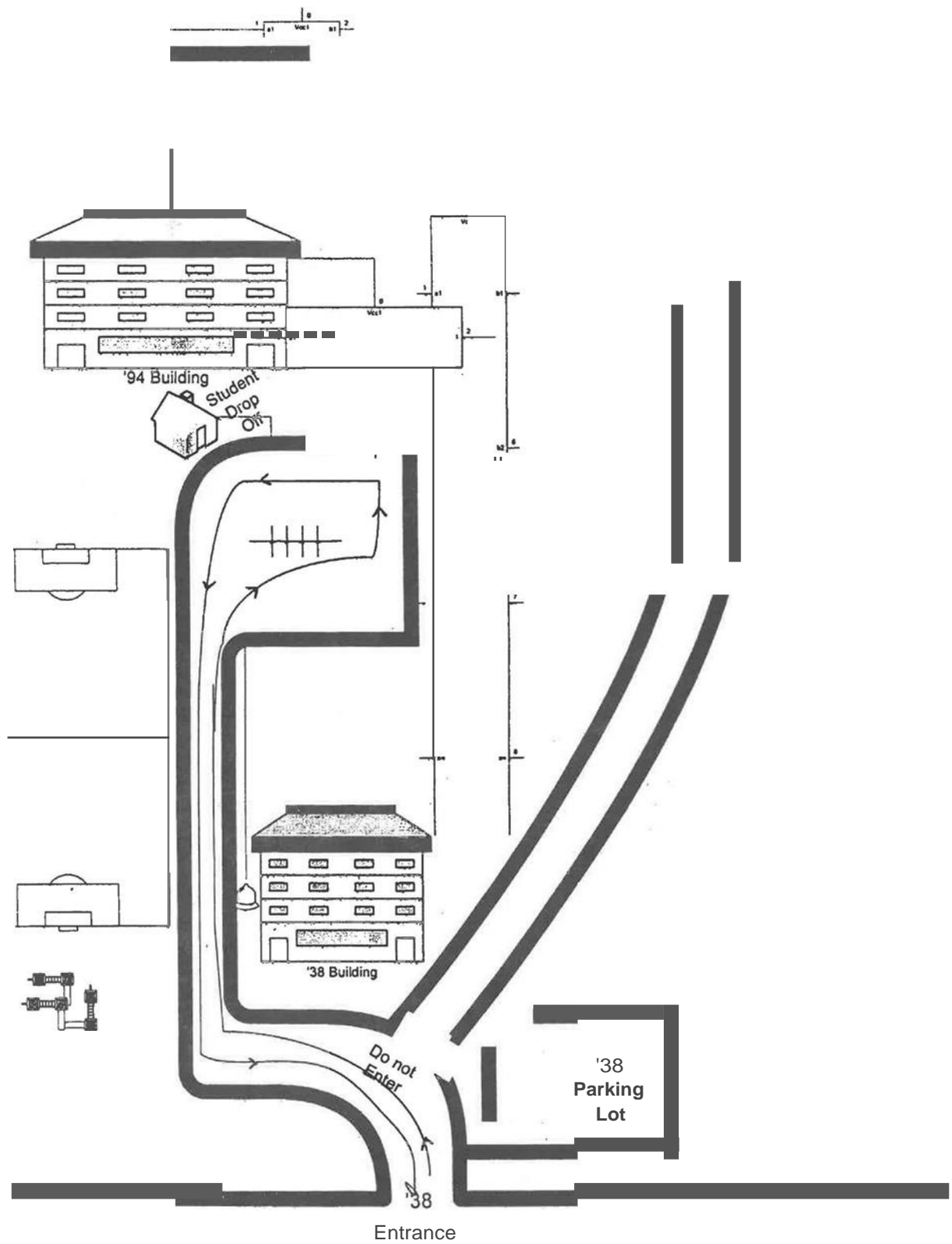
### **Make-Up Work**

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      6604 SR 52 Lake Huntington, NY 12752  
845-482-4610      845-932-8401

## CONSENT AND RELEASE – 2016-17

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, 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) edit the photographs and/or recording(s) as they desire (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 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 (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. Electronic devices may be used **ONLY** for academic purposes.
2. **RED ZONE** – All Electronic Device Use Prohibited during School Hours – hallways, bathroom, locker room, including a student leaving a room for the sole purpose of using an electronic device.
3. **YELLOW** – Can be used with Teacher Permission – All classrooms, offices and library.
4. **GREEN ZONE** – Cell Use Permitted for Students in Grades 9 – 12. Café (including outside during lunches).
5. Any questions regarding the appropriate use of an electronic device not specifically addressed will be decided by the building principal.

\*Grades 7 – 8 are only permitted to use a cell phone in class under the direction of the teacher.

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: \_\_\_\_\_

Homeroom: \_\_\_\_\_

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.

## **Bus Note Form**

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

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

Teacher's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Bus Number you wish your child to take: \_\_\_\_\_

Where student should be dropped off: \_\_\_\_\_

Name and address of the home your child is going to: \_\_\_\_\_

Phone Number where you can be reached on this date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

**SULLIVAN WEST SCHOOL DISTRICT  
PARENT/GUARDIAN APPROVAL FORM  
2016-17**

**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 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 RECEIVED 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 FORM (for photographs, videos, yearbook pictures, etc.)  
\_\_\_\_\_ 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 \_\_\_\_\_