

# **Student Handbook Sharon Springs Central School 2015-2016**



## **Alma Mater**

Dear Schoolmates, ever loyal, true and faithful  
Gathering 'neath the maples on the hill;  
With courage, faith undaunted for our future;  
As we older grow we love thee still.

The Purple and the White shall wave forever  
Keep this emblem ever clean and bright.  
Oh, may the glorious folds be sullied never,  
Love for aye, the Purple and the White.

All hail to thee, our dear old Sharon  
Open wide your portals to the right.  
Still o'er the fields of conflict ever waving,  
Float for aye, the Purple and the White.



## **STUDENT CODE OF CONDUCT 2015-2016**

The intent of this Code of Conduct is to promote responsible behavior that creates an orderly and safe school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. It is the belief of Sharon Springs Central School that everyone in our community must strive towards contributing to this goal, including students, teachers, other district personnel, parents and other visitors.

The District has a long-standing set of expectations for conduct on school property as well as conduct off school premises, which relates to the Sharon Springs Central School Districts, its students and staff. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered in a firm, fair and consistent manner. SCS will operate on a progressive discipline philosophy designed to bring about behavior change. The history and disciplinary record of each student may demand a different response from the administrator. To achieve the goal of an orderly and safe school environment, the Board adopts this code of conduct ("Code").

### **I. DEFINITIONS:**

For purposes of this code, the following definitions apply.

- A. "Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
- B. "Parent" means parent, guardian or person in parental relation to a student.
- C. "School property" means 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, as defined in Vehicle and Traffic Law §142.
- D. "School function" means any school-sponsored extra-curricular event or activity on or off school property.
- E. "Sexual Orientation" shall mean actual or perceived heterosexuality, homosexuality or bisexuality".
- F. "Gender" shall mean actual or perceived sex and shall include a person's gender identity or expression.
- G. "Harassment" shall mean the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

H. "Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. 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.
3. Possess, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. 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.
7. Knowingly and intentionally damages or destroys school district property.

I. "Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, incendiary bomb, ammunition, imitation ammunition or exploding substances, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

## II. STUDENT RIGHTS AND RESPONSIBILITIES

### A. Student Rights

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:

- Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- To be protected from intimidation, harassment, or discrimination based on actual or perceived, race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

### B. Student Responsibilities

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.

- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

## C. Dress Code

### Right to Select School Attire

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, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments, plunging necklines (front and/or back), bare mid-drifts are not appropriate. Skirts must be worn in such a manner so that length must extend at least past the fingertips when standing with hands at side. Low necklines and/or necklines that expose cleavage are inappropriate. A-shirt, tube tops, net tops, halter tops and any other see-through type garments are also inappropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.

6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal drugs and/or encourage other illegal or violent activities.

7. Hats and other appropriate head coverings such as scarves will be allowed in the building but must be removed during assemblies and if requested by the classroom teacher or supervisor. Additionally, all hats must be removed during the course of morning announcements.

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. As a guideline for shorts and skirts, the length should extend past the students outstretched hand, unless leggings are worn underneath. If there is no suitable replacement available, the student will be asked to cover the offending attire with a t-shirt, which will be supplied by the school. This shirt must be worn for the duration of the day and returned before the student leaves for the day. Any student who refuses to comply with the above requests will 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. Should a student need to be removed from a participatory curricular event, their grade may be impacted by their lack of participation.

#### D. Use of Electronic Devices

Student use of any item that is potentially disruptive to the educational process or presents a safety concern will not be allowed in the Sharon Springs Central School Building. Such items will be confiscated and the student will be subject to disciplinary action. School rules prohibit the possession of electronic games, CD and MP3 players, laser lights, or any other electronic device during the school day without authorization of the building administration. Cell phone possession will be allowed as long as the device is not displayed, is stored in the off position and does not become a distraction for the student. Cell phones may not be used as a calculator. Cell phones and other unauthorized items out during the school day will be confiscated and the student will be subject to disciplinary action.

While the District discourages any student from bringing these items to school, it is recommended that one who chooses to bring an electronic device should store the item in the "off" position, and locked in one's locker for the entire day. The District is not responsible if these items are lost or stolen. A student will be given the option of storing the cell phone with the teacher at the start of the period without consequence should they "forget" to leave the cell phone in their locker. However, should a student become distracted by their cell phone during class time, it will result in confiscation and assignment to at least one half day of In-School Suspension. Should a situation arise whereby a student has a family issue in which they must check for messages during the school day, they may do so without consequence by seeing their Guidance Counselor, Social Worker, Business Manager or Building Principal.

The Board of Education recognizes the seriousness of the dangers of laser lights and, therefore, prohibits them not only in school but also on school buses. Clearance will be given to the teaching staff for use of a wireless mouse that is equipped with a laser pointer. This device will be used in conjunction with the laptop computers and LCD projectors for delivery of classroom instruction.

In specific circumstances, approval may be given for:

1. The use of **electronic devices** on bus runs if approved by the bus driver in charge.
2. The use **of specific electronic devices** by special education students for educational purposes as stipulated in their IEP's.
3. The use of cell phones for parent contact **after dismissal** regarding the estimated time of arrival when students are returning from away games or activities may be approved by the student's supervisor/advisor/bus driver.

#### E. Bullying and Gang Policies

It is the policy of this district to maintain a learning and working environment that is free from bullying based on a person's race, color, sex, weight, gender, national origin, ethnic group, disability, sexual orientation, religion, religious practice, and economic status. The School District prohibits any and all forms of bullying because it violates the basic right of students and staff to be in a safe, orderly learning environment. This policy seeks to promote positive interpersonal relationships between all members of the school community.

The District will promptly and thoroughly investigate reports of bullying, whether of a physical or of a nonphysical form. If it determines that bullying has occurred, it will act appropriately within the discipline codes of the District and will take reasonable action to end the bullying.

#### F. Sexual Harassment of Students

The district is committed to safeguarding the right of all students within the school district to learn in an environment free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumor, gestures, jokes, and pictures, restricting a student's ability to move, sexual assault, or rape.

Sexual harassment is a form of sex discrimination. Any student, who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the Compliance Officer or the Superintendent. In the absence of a victim's complaint, the school, upon learning of or having reason to suspect the occurrence of any sexual harassment, an investigation will promptly begin.

#### G. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of

privacy with respect to these places and 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.

### **III. DIGNITY FOR ALL STUDENTS ACT and EQUAL OPPORTUNITY**

#### **A. Dignity For All Students Act**

It is the policy of the State of New York, as set forth in the Dignity for All Students Act (“DASA”) as well as federal civil rights statutes, including Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and all subsequent amendments, to afford all students in public schools an environment free from discrimination and harassment.

In order to foster an environment which promotes and supports students’ ability to learn and to meet high academic standards in the Sharon Springs Central School District, the Board of Education is dedicated to ensuring the District promptly addresses any conduct which is inconsistent with the District’s educational mission or which detracts from a healthy and positive school climate, including discriminatory or harassing behaviors as defined by the Dignity for All Students Act or related federal civil rights statutes set forth above. The Board of Education is committed to providing all its students with an environment free from discrimination and harassment and shall take steps to prevent harassment and discriminatory behaviors through educational measures designed to promote tolerance, respect for others and to promote awareness and sensitivity to discrimination or harassment to encourage civility and a climate of mutual respect, equality and dignity for all students on school grounds and at all school sponsored activities, programs or events. Harassment against any student by any student or employee that creates a hostile environment by conduct will not be tolerated.

By combining prevention with education, the District’s goal is to decrease incidents of discrimination and harassment while simultaneously increasing awareness among students and staff to be sensitive and alert to the warning signs of bullying and harassment as well as their obligation to report or act when such acts occur. Essential components of this effort shall include:

- Instruction and strategies which identify early warning signs and precursor behaviors which, if left unaddressed, may lead to discrimination, harassment or bullying;
- Gathering information related to harassment, discrimination or bullying from students, parents, school staff and the community;
- Establishing school wide and classroom rules that clearly prohibit discrimination and harassment.
- Providing instruction to students in civility and tolerance designed to promote a climate of mutual respect and dignity for all students.
- Providing professional development and school wide training to staff to be able to identify, respond sensitively and consistently to incidents of harassment and bullying as well as to promoting tolerance and respect for all.
- Providing adequate adult supervision, particularly in less structured areas such as hallways, cafeteria and playground, as applicable.
- Notification to Parents as to District and school-wide efforts to become involved in preventing and addressing prohibited conduct and promoting a positive and healthy school environment.

The Board directs the Superintendent to establish a district-wide task force on to develop administrative procedures to promote the early identification of bullying and harassment; to develop training and implementation educational programs and professional development for students and staff and to develop other preventive strategies and interventions. The Board of Education will appoint a Dignity Act Coordinator for each school. The task force, in conjunction with the DAC shall develop procedures and forms for district-wide use for reporting, investigation, remediating, tracking and preventive actions taken to discourage reoccurrence instances of harassment or discrimination. In addition, the District will submit and report to the State on an annual basis material incidents of discrimination and harassment on school grounds or at school functions, using the VADIR reporting form developed by the State Education Department.

The Board of Education recognizes the need to clearly define expectations for acceptable conduct on school property by staff and students and to identify the possible consequences of unacceptable conduct, to ensure that discipline is administered promptly and fairly when necessary. To this end, the Board adopts this code of conduct. Unless otherwise indicated, the code of conduct applies to all students, school personnel, parents and other visitors when on school property or at school functions.

### **A. Prevention and Training:**

The Board of Education directs training for employees, including school and district administrators, and instructional and non-instructional staff designed to promote a safe and supportive school climate while discouraging discrimination or harassment against students by students or school employees, including the use of safe and supportive school climate concepts in the curriculum and classroom. The Board will review and approve training guidelines developed by the district-wide task force consistent with this training policy. This training may be provided in conjunction with existing professional development training or any other training for school employees.

Staff members and students will be educated to help create a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation, gender (including gender identity or expression, actual or perceived) or sex which will help strengthen student's confidence and promote learning. Staff shall also be trained to recognize that under federal civil rights laws and regulations, students are protected from harassment by school employees, other students and third parties. They shall also be trained to understand that some student misconduct which violates or falls under the District's anti-discrimination or anti-harassment policies may also implicate one or more of the federal civil rights laws enforced by the Office of Civil Rights of the Education Department.

In addition, Staff members will be provided training to raise awareness and sensitivity to potential acts of discrimination or harassment directed at students that are committed by students or school employees on school property or at school functioning. Staff members will be trained to recognize and respond to incidents of discrimination and harassment and to timely report incidents of discrimination and harassment that they witness or that are brought to a staff member's attention. Through training, staff will learn to address personal biases that may prevent the equal treatment of all students in the school or classroom setting and to promote and maintain a climate of mutual respect and dignity for all students to strengthen student's confidence and to promote learning. Teachers and administrators will receive district-wide professional development. All staff with direct student contact will receive district-wide instruction on promoting a positive school environment free from discrimination and to discourage and respond to incidents of discrimination or harassment. The Superintendent and the Professional Development Coordinator will incorporate training to support this anti-discrimination and harassment policy into new teacher orientation and the annual professional development plan.

## **B. Student Instruction:**

Students shall receive instruction in patriotism and citizenship as required by Section 801 of the Education Law. In addition, students shall be instructed to raise awareness and sensitivity to discrimination or harassment and to promote civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders, gender expressions or identities and sexes. Curricular materials related to the above topics will be included in the instructional program for grades K-12. The District will use a variety of means to set forth clear expectations for student conduct and behavior, including a bill of rights and responsibilities for students which focuses on positive student behavior and the goal of promoting a safe and supportive school climate and learning environment for all students.

## **C. Dignity Act Coordinator:**

The Board will designate at least one staff member in every school to serve as the Dignity Act Coordinator. The Role of the Dignity Act Coordinator (“DAC”) is to coordinate and enforce this policy. The DAC shall be thoroughly trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender identity and expression and sex. The DAC shall be responsible for coordinating employee training, supporting implementation of district policy, ensuring inclusive curriculum to reinforce and promote tolerance and a harassment free environment. The DAC shall also serve as an accessible resource to students and staff related to this policy or prevention and response strategies. **The Dignity Act Coordinator for Sharon Springs Central is Mrs. Brenda Stetin.**

In the event that a DAC vacates his or her position, another school employee shall be immediately designated for an interim appointment as the DAC, pending approval of a successor DAC by the Board of Education within thirty (30) days of the date the position was vacated. In the event a DAC is unable to perform the duties of the position for an extended period of time, then another school employee shall be immediately designated as an interim appointment as the DAC, pending the return of the previous DAC to their duties.

To promote the communication between parents, teachers, students and other educational professionals and to publicize the availability of the DAC as a resource at each school, the name, designated school and contact information for each DAC shall be available on the district’s website; included in the plain language code of conduct summary provided to all parents and students before or at the beginning of each school year; included in at least one district or school mailing per school year and if the DAC changes, in at least one subsequent mailing as soon as practicable thereafter; by posting the contact information in highly visible areas of the school buildings and by making the contact information available at the District and school-level administrative offices.

## **D. Intervention:**

Intervention at the earliest stage possible is key to preventing escalation of harassment and discrimination and to encourage proactive resolution to promote a positive learning environment for all students. Intervention efforts will emphasize measured, balanced and age-appropriate responses to the discrimination and harassment of students by students and/or employees focusing on education and should be designed to discourage another occurrence of the behavior.

Successful intervention may involve remedial measures. Remedial responses to bullying and harassment include measures designed to correct the problem behavior, prevent another occurrence of the behavior and protect the target of the act. Remediation may be targeted to the individual(s) involved in the harassing or discriminatory behavior or may include environmental approaches which are targeted to the school or district as a whole. Individual-focused remedial measures may include, but are not limited to peer support groups; corrective instruction or other learning or service experience; supportive interventions; behavioral assessment or evaluation; behavioral management plans with closely monitored benchmarks; student counseling and parent conferences. Environmental remediation strategies may include supervisory systems that empower school staff with prevention and intervention tools to address incidents of bullying and harassment; strategies for determining the conditions contributing to discriminatory behaviors; adoption of research-based, systemic harassment prevention programs; modification of schedules; adjustment in hallway traffic and other student routes of travel; targeted use of monitors; staff professional development; parent conferences; involvement of parent-teacher organizations and peer support groups.

In addition to addressing the discriminatory or harassing conduct, intervention shall also include support and assistance to the student that was the target of the harassment as well as identification of prompt and effective steps reasonably calculated to end the harassment; to eliminate any hostile environment and to prevent such conduct from reoccurring. When harassment has occurred, staff, in conjunction with the DAC, the parents and the student, as appropriate, shall review whether the student requires counseling support, accommodations or other services to remedy the effects of the harassment and if there is a need, shall provide such services or supports. Accommodations and on-going supports provided to a target of harassment shall be reviewed, as needed, to ensure that any safety concerns have been addressed and to determine whether accommodations or supports should be continued, adjusted or discontinued.

#### **E. Reporting and Investigation:**

The District recognizes its ongoing commitment to provide a safe and positive educational climate free from bullying and harassment and will publicize its policies and reporting expectations for incidents of harassment or discrimination. To ensure effective and timely redress to incidents of bullying and harassment, students who have been harassed, students or staff who have witnessed what they believe to be an incident of bullying or harassment are encouraged and expected to promptly make a written or verbal complaint to school personnel in a manner consistent with publicized school-wide practices and guidance as soon as possible after the incident.

The district can't effectively address harassment or bullying if incidents are not reported. All school personnel have a duty to report incidents of student to student or staff to student harassment which they observe to their supervisor, the building administrator or the DAC. If school personnel receive any reports of incidents of harassment against a student by staff or other student(s), they must promptly relay the report to their supervisor, the building administrator or to the DAC as set forth in the implementing procedures for this policy. If a staff member is unfamiliar with the reporting procedure, it is their obligation to inquire about the process from their supervisor and to act accordingly. An employee who fails to report an observed incident, regardless of whether the student complains, may be deemed to have permitted unlawful discrimination or harassment.

Once the school knows of an alleged incident of harassment, there must be a timely investigation to determine what occurred. Complaints shall be handled and documented in accordance with regulations and procedures developed by the district-wide task force in conjunction with the DAC. The results of the investigation shall be reported back to both the target and the individual accused of harassing or discriminatory behavior or conduct. If either of the parties disagrees with the results of the investigation,

they can appeal the findings in accordance with the procedures established by the district-wide task force to implement this policy.

The District will make a bullying complaint form available on its website and at the main office in each building to facilitate reporting. The district will promptly and equitably investigate all complaints, formal or informal, verbal or written. In order to assist investigators, individuals should document the bullying as soon as it occurs and with as much detail as possible including: the nature of the incident(s); dates, times, places it has occurred; name of perpetrator(s); witnesses to the incident(s); and the target's response to the incident.

If, after appropriate investigation, the district finds that a student, an employee or a third party has violated this policy, prompt corrective and possibly disciplinary action will be taken in accordance with the code of conduct, applicable collective bargaining agreement, district policy and state law. If the reported behavior constitutes a civil rights violation, the complaint procedure associated with related anti-discrimination policies will be followed, as applicable. If either of the parties disagrees with the findings of the initial investigation, an appeal may be made to the Superintendent in accordance with the guidance procedures developed by the district wide task force.

To the extent possible, all complaints will be treated in a confidential manner, although limited disclosure may be necessary to complete a thorough investigation. The District will balance its legal obligation to conduct its investigation, to take necessary action to resolve the complaint and to provide procedural rights to the individual(s) accused of the harassment or discrimination through the investigation. Individuals responsible for investigating complaints will discuss any concerns or issues related to confidentiality with the individuals involved. Complainants must be informed that the District's need to respond effectively to the harassment and to prevent reoccurrence is a critical part of the investigation. All complainants shall be advised that district policy and federal law prohibit retaliation against complainants and witnesses. If the complainant, witness or reporting staff member believes that they have experienced retaliation, they need to report this issue as soon as possible to the District for appropriate responsive action to address and to prevent retaliation from recurring, if applicable.

The reporting mechanism used for identifying instances of discrimination and harassment should be used to compile relevant information which may assist in assessing the school climate and the effectiveness (or challenges) related to interventions; staff training; guidance and forms or student educational programs.

#### **F. Disciplinary Consequences/Remediation:**

Even with prevention and education, instances of discrimination or harassment may still occur. Should such an instance arise, the individual engaging in the harassing or discriminatory conduct must be advised that their actions and conduct will not be tolerated and that their behavior must be changed immediately. Students who engage in harassing or discriminatory conduct will receive guidance on making positive choices and support to understand how their actions have negatively impacted other student(s) and must not continue. As appropriate, disciplinary action will be taken by the building principal or other authorized administrator in accordance with the district's Code of Conduct. If the discriminatory or harassing behavior rises to the level of criminal activity, law enforcement will be contacted.

Progressive discipline consequences will be considered in response to instances of discrimination or harassment and the individual imposing consequences shall consider the nature and severity of the misconduct, the developmental age of the student, and the student's history of problem behaviors, prior interventions and the student's response and must be imposed in a manner consistent with the district's Code of Conduct.

In addition to disciplinary measures, remedial responses should be considered to discern why the discrimination or harassment occurred and should be targeted to correct the problem behavior, prevent another occurrence of the behavior and protect the target of the act. Remedial measures may be appropriate on an individual or school-wide basis, depending on the nature of the underlying misconduct.

#### **G. Non-Retaliation for Reporting or Participating in an investigation when acting in good faith:**

Any person who has reasonable cause to suspect a student has been subject to discrimination by an employee or student on school grounds or at a school function who reports such information to school officials, the Commissioner or law enforcement, who reports and acts in good faith, shall be immune from civil liability from making such a report.

In addition, all complainants; those who participate in the investigation of a complaint in conformity with state law and district policies, or who are required to testify, participate or assist in the investigation procedure shall be free from retaliation of any kind and who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

#### **H. EQUAL OPPORTUNITY**

##### **Notification of Title IX/Section 504 Grievance Procedures**

The Sharon Springs Central School District does not discriminate on the basis of gender, handicap, race, or age in its educational programs, activities, or employment as required by Title IX of the 1972 Education Amendments or Section 504 of the Rehabilitation Act of 1973.

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment services, extracurricular activities, or other school resources.

If you believe that you have been discriminated against on the basis of gender, handicap, race or age, you may make a claim that your rights have been denied. This claim or grievance may be filed with the District Superintendent, Title IX Compliance Officer or Stacey Alexander-Mann, Director of PPS, Section 504 Compliance Officer.

You may also file a complaint of illegal discrimination with the Federal Office for Civil Rights, United States Department of Education, Washington, DC, at the same time you file the district grievance, during or after the use of the district grievance process, or without using the district grievance process at all.

If you wish to discuss your rights under Title IX and/or Section 504, to obtain a copy of the full Title IX and/or Section 504 grievance procedure(s), or to obtain help in filing a grievance, please contact the District Superintendent, Title IX Compliance Officer or Russ Scimeca, Section 504 Compliance Officer at 284-2266.

#### **IV. 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. For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

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.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

### **A. Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
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, appear 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, creed, national origin, religion, age, gender, sexual orientation or disability.
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, or be under the influence of either on school property or at a school function.
10. Possess or use weapons 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 school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school 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. Their authorization, if any, to 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 leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance

with the due process requirements.

3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 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 § 75. They shall be subject to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

### **C. Enforcement**

**The Principal or his/her designee shall be responsible for enforcing the conduct required by this code.**

When the Principal or his/her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or his/her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or his/her designee 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 Principal or designee 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.

## **V. GENERAL RULES AND CONSEQUENCES**

### **A. General Rules**

1. Students should not leave money or valuables around school. The school cannot be held responsible. Any locker that is experiencing mechanical problems should be reported to the main office immediately. Students are advised that the locker remains the property of the Sharon Springs Central School District and the district retains the right to search any locker that they believe may contain illegal or dangerous items.
2. Public display of affection: There is to be no physical contact with another student other than holding hands.
3. No guns, weapons or knives are allowed on school property.
4. Students are expected to demonstrate respect for all persons and property at Sharon Springs Central School.
5. There will be absolutely no drugs or alcoholic beverages brought on school property at any time.
6. There will be no smoking or possession of tobacco products by students anywhere on school property at any time, **including e-cigarettes**. There will be no use of chewing tobacco or any other smokeless tobacco by students anywhere on school property at any time.
7. Improper language, such as swearing, abusive or foul language, will not be tolerated at school.

8. Gambling is not permitted on any property owned or leased by the school district.
9. Students are to move through the corridors in an orderly fashion. Students are not to push, run or shove.
10. Students are expected to follow all directives and requests made by all school adults.
11. Students are not expected to leave the school building or grounds without permission. This includes morning arrival by parent and/or bus.
12. Shirts or any articles of clothing with sayings or drawings on them that may be disruptive to the educational process are not permitted.
13. Students driving to school must have permission of the Principal and must obtain a parking permit from the main office. The permit must be displayed on the driver's side, rear passenger window of the vehicle.
14. Fighting in school will not be tolerated.
15. Students are expected to leave school grounds after the dismissal of school unless they are under the direct supervision of a teacher/coach or part of an organized school activity.
16. Any item that is potentially disruptive to the educational process or presents a safety concern will be confiscated and the student will be subject to disciplinary action. This includes the possession, unauthorized electronic devices, skateboards, roller blades, laser pointers, snowmobiles, 3-wheelers, 4-wheelers, and water pistols. There is to be no card trading, or card playing during the school day.
17. Students are expected to be on time for all classes.
18. Unless under the direct supervision of a teacher or similar permission is granted, no food or drink should be in the hallways.
19. No food or drink is permitted in the Auditorium at any time.
20. Students are not to use snowmobiles, 4-wheelers or any other mechanical recreational vehicle for transportation to school or any school related event including weekend and night time sporting events.
21. The Building Principal or designee must approve all posters and/or advertisements before they are hung up in the building.
22. There will be a \$1 replacement fee for failure to return report card envelopes.
23. All students are expected on time and in attendance in their first period class at 8:05, and attend scheduled classes through the end of the day at 2:55 (unless special permission has been granted by administration).
24. The possession, consumption and distribution of "energy drinks" will be monitored by administration. Should it be felt that the consumption of the "energy drink" be potentially disruptive to the educationally environment, the drink will be confiscated for the remainder of the day.

## B. SPECIFIC RESPONSES TO INFRACTIONS OF THE RULES

Any single response or any combination of administrative responses may be applied, dependent upon student's record of behavior, the severity of the infraction, and the frequency of repetitions of an infraction.

<u>Infraction (first occurrence)</u>	<u>Administrative Response</u>
Endangering the safety of self and/or Others (running, pushing, throwing Objects, etc.) *Suspension	*Reprimand *Parental contact *Detention or ISS
3 Tardies to school/first period (illegal/unexcused)	*Indicated on permanent records *After school detention *Loss of on-campus parking privileges *Parental involvement

3 Lates to Class	<ul style="list-style-type: none"> <li>*After school detention</li> <li>*Parental involvement</li> <li>*Referral for counseling</li> <li>*In school suspension</li> </ul>
Display of unauthorized electronic device	<ul style="list-style-type: none"> <li>*Reprimand</li> <li>*Confiscation</li> <li>*Parent Contact</li> <li>*Detention</li> <li>*Loss of Privileges</li> <li>*Suspension</li> </ul>
Possession of cigarettes, e-cigarettes or other tobacco products	<ul style="list-style-type: none"> <li>*Confiscation of the cigarettes or other products</li> <li>*Parental contact</li> <li>*In-School Suspension</li> </ul>
Smoking or other use of tobacco products	<ul style="list-style-type: none"> <li>*Immediate 2 days' suspension, or ISS</li> <li>*Parental involvement</li> <li>*Curtailment of pass privileges</li> <li>*Referral to counselor or social worker</li> </ul>
Possession and/or use and/or being under the influence of alcohol, drugs, controlled substances, or drug paraphernalia	<ul style="list-style-type: none"> <li>*Confiscation of substance for law enforcement</li> <li>*External suspension: 3 to 5 days</li> <li>*Parental involvement</li> <li>*Referral for evaluation for counseling</li> <li>*Curtailment of pass privileges</li> <li>*Involvement of law enforcement</li> <li>*Superintendent's hearing</li> </ul>
Sale of alcohol, drugs or controlled Substances. (The term "sale" also refers to any kind of giving, dispensing, or transmission.)	<ul style="list-style-type: none"> <li>*Confiscation</li> <li>*Parental involvement</li> <li>*Referral for evaluation for counseling</li> <li>*Immediate 5-day external suspension</li> <li>*Curtailment of pass privileges</li> <li>*Involvement of law enforcement</li> <li>*Superintendent's hearing</li> </ul>
Use or possession of weapons ("Weapon" means a firearm as defined in 18 USC S921 for purposes of the Gun-Free Schools Acts. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade 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 that can cause physical injury/death when used to cause physical injury or death.	<ul style="list-style-type: none"> <li>*Confiscation of weapon for law enforcement</li> <li>*Up to 5 days of external suspension dependent upon severity</li> <li>*Parental involvement</li> <li>*Involvement of law enforcement</li> <li>*Superintendent's hearing</li> </ul>
Vandalism or theft of school property	<ul style="list-style-type: none"> <li>*Restitution for damages or return of property</li> </ul>

	<ul style="list-style-type: none"> <li>*Parental involvement</li> <li>*Internal or external suspension, depending on severity</li> <li>*Curtailement of pass privileges</li> <li>*Involvement of law enforcement, depending upon severity</li> </ul>
Theft or destruction of personal property	<ul style="list-style-type: none"> <li>*Detention 2 or 3 days for the first offense /ISS</li> <li>*Return of property or restitution for damages</li> <li>*Parental involvement</li> <li>*Curtailement of pass privileges</li> <li>*Involvement of law enforcement, depending upon severity</li> </ul>
General or spontaneous use of crude and abusive language (dependent upon severity)	<ul style="list-style-type: none"> <li>*Reprimand</li> <li>*Detention</li> <li>*Parental involvement</li> <li>*In-School Suspension</li> <li>*Suspension</li> </ul>
Crude and/or abusive language or gestures directed toward a staff member. (dependent upon severity)	<ul style="list-style-type: none"> <li>*Immediate 1-5 day suspension/ ISS</li> <li>*Parental involvement</li> <li>*Superintendent's hearing</li> </ul>
Intimidation/harassment (includes bullying, sexual harassment, and threatening behavior)	<ul style="list-style-type: none"> <li>*Warning</li> <li>*Detention / ISS</li> <li>*Mediation</li> <li>*Parental involvement</li> <li>*Referral for evaluation for counseling</li> <li>*Suspension</li> <li>*Involvement of law enforcement</li> </ul>
Cheating/plagiarism	<ul style="list-style-type: none"> <li>*Zero on assignment/test</li> <li>*Detention</li> </ul>
Fighting: The administrator will take steps to determine the aggressor(s)	<ul style="list-style-type: none"> <li>*Detention, ISS or Suspension up to 5 days</li> <li>*Parental involvement</li> <li>*Referral for evaluation for counseling</li> <li>*Involvement of law enforcement</li> </ul>
Refusal to follow a directive or a request from a staff member (depending upon severity)	<ul style="list-style-type: none"> <li>*Reprimand</li> <li>*Parental involvement</li> <li>*Loss of specific privileges</li> <li>*Performance of specific assistance duties or reflective assignments</li> <li>*Detention / ISS</li> <li>*Suspension</li> </ul>
Failure to report to main office after being sent out of class	<ul style="list-style-type: none"> <li>*Detention</li> <li>*Parental Involvement</li> <li>*Internal Suspension</li> <li>*Out of School Suspension</li> </ul>
Vehicle use violations	<ul style="list-style-type: none"> <li>*Detention</li> <li>*Internal Suspension</li> <li>*Parental involvement</li> </ul>

- \*Loss of parking privileges
- \*Involvement of law enforcement
- \*Verbal reprimand
- \*Curtailment of pass privileges

### C. Possible Responses

1. Lunch Detention will be held daily during lunch.
2. After School Detention will be held Tuesday or Thursday from 3:00 – 4:00 p.m. It is the responsibility of the student to notify his/her parent that he/she is required to stay after school. In addition, any teacher may choose to keep a student after school on any given day, after securing parental approval.
3. In-School Suspension will be assigned by the Building Principal or designee. It is the responsibility of the student to check with teachers relative to all work and tests missed. Students are denied all extra-curricular activities (athletics, practices, contests, concerts, dances, clubs) for the day of In-School suspension.
4. Out of School Suspension will be assigned by the Building Principal or Superintendent. Students may not enter school building, school bus or school grounds, until they have been granted permission to do so by the Building Principal or Superintendent. The students' parents are responsible for them during the Out of School suspension period. The Building Principal or Superintendent will give the parents notification in writing of the suspensions.
5. Suspension from transportation/ removal of bus riding privileges. If a student does not conduct himself/ herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance; the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

## VI. STUDENTS ATTENDANCE

### A. Age of Entrance

In accordance with the regulations of the Sharon Springs Central School BOARD OF EDUCATION, students will be admitted to Kindergarten in September only if they have reached or will reach the age of five years on or before December 1 of the school year in question. Any child reaching the age of five years after December 1, must wait until the following September to enter Kindergarten.

### B. Regularity of Attendance

1. The State Education Law (3205) (3202) 1 requires that:

- a. Children who turn six (6) on or before December 1 of the school year must attend school from the start of classes in September of that school year. Children who turn six (6) after December 1 must begin school no later than the first day of session the following September.
- b. Children who turn seventeen (17) during the school year must remain in school until the end of that school year.
- c. Children should be entering or leaving school at the beginning or end of a school year. (Chapter 198 of the Laws of 1992).
- d. Under New York State Education Law, Section 3205, parents are responsible for the regular attendance of their children for instruction. **In accordance with NYS Law, after a student has been absent from school, a written excuse should be sent to the school upon his/her return.** New York State Law defines truancy as a student who is absent from school without the consent of a parent or guardian. Therefore, in order for a student not to be considered truant, parental contact must be established with the school nurse, or in extenuating circumstances, school administration. This may be in the form of a note or a phone call. A phone message may also be left on the nurse's voice mail. Even if an absence is unexcused, it will not be considered a truancy unless NO note or phone call has been received. If an absence is considered a truancy, it will be subject to disciplinary action.

## 2. Absences and Excuses

If your child has a scheduled appointment with a physician or dentist, please inform the school prior to the appointment. After the appointment, please bring a note from the physician/dentist to the school nurse.

- a. **EXCUSES:** The law requires that upon return to school from an absence, an excuse be submitted. This is shown to the homeroom teacher and then turned in immediately to the attendance office. The excuse should state the student's name, reason for his/her absence, days and dates absent from school and the signature of the parent/guardian. The excuse must be brought in within three (3) school days.
- b. **LEGAL ABSENCES:** The following are considered by the State of New York to be legal absences:
  - sickness
  - serious illness or death in the family
  - impassable road or weather conditions
  - religious observance
  - quarantine
  - court appearance
  - attendance at health clinic
  - approved cooperative work program
  - approved college visits
  - approved education trips
  - military obligations.
- c. **ILLEGAL ABSENCES:** Most absences not mentioned in item 2b. are interpreted under the law as illegal absences. The two categories of illegal absence are unlawful detention and truancy.
  - 1.) Unlawful Detention – Unlawful detention occurs when the pupil is absent with the knowledge and consent of his/her parent or guardian, for other than legal reasons (e.g. visiting, vacation, work, needed at home, etc).

Parents should be advised that unlawfully detaining their children from school could result in the child not receiving credit for the work missed on the days of unlawful detention.

- 2.) Truancy – A student who is absent from school without the consent of a parent or guardian is considered to be truant. Truancy from school is assumed anytime a student is illegally absent for two or more consecutive class periods.

### C. School Attendance Regulations (grades 6-12)

The Administration and Faculty of Sharon Springs Central School believe that regular attendance in classroom instruction is an essential part of the learning process. The insistence on good attendance provides students with a clear reminder of the importance of classroom instruction and its relationship to academic achievement. Therefore, to receive credit for courses at Sharon Springs Central School students must fulfill the necessary academic requirements of the course and comply with the following attendance requirements:

1. A pupil must be in attendance a minimum of eighty-five percent (85%) of the total number of days a course is in session during an academic year in order to receive credit for that course.
2. The eighty-five percent (85%) rule of attendance means that:
  - a. In a full year, one credit course, a student must not be absent from class more than twenty-seven (27) days (either legally or illegally).
  - b. In a full year, one-half (1/2) credit course, a student must not be absent more than fourteen (14) days (either legally or illegally).
  - c. In a half-year, one-half (1/2) credit course, a student must not be absent more than fourteen (14) days (either legally or illegally).
  - d. In Physical Education, a student must not be absent more than fourteen (14) times when scheduled every other day (either legally or illegally).
3. Each absence from a specific class will be considered individually for that class and will determine whether a student fulfills the attendance criteria for that specific class. Not fulfilling the attendance criteria in a specific class will result in a student not receiving credit for that specific course, unless specific makeup provisions are completed to the satisfaction of the teacher of record.
4. Any student who is absent from school but is enrolled in a school approved tutorial program shall be considered as present for instruction. The tutorial program will operate with the same attendance regulations as all other classes. Parents who know that their child will be absent for a prolonged period of time (two weeks or more) should immediately submit a notice from the child's physician stating the nature of the illness and the duration so that the student will be marked legally absent. Parents of any student absent for any prolonged period of time must request home tutoring in writing from the principal. Students who are absent and wish to request missed work must do so by 8:30 a.m. Work may be picked up after 2:00 p.m. on the day of request. Any request received after 8:30 a.m., may not be filled until the following day. In this instance students will be considered absent but will still have the opportunity to fulfill their assignment criteria for the course(s).
5. Excessive absences will result in the Administration conducting an attendance hearing. The parties invited may include the student, his/her teachers, counselor, parent(s) and administrator. This will likely occur after the 20<sup>th</sup> absences for full-year classes and 10<sup>th</sup> absence for semester based courses.

The outcome(s) of the attendance hearing may result in:

- a. A determination if extenuating circumstances justify the excessive absences or if course credit should be denied.
- b. A discussion of the responsibility of student and parents in regard to future pupil attendance and to plan for makeup provisions in accordance with Commissioner's Rulings if needed.
- c. An establishment of consequences for future absences
- d. A discussion of intervention strategies
- e. A discussion of a PINS Diversion petition being filed if student is under the age of 17 or of an Educational Neglect Report.

Should the student exceed the 85% attendance rule and course credit is denied, the student will receive a "No Grade" for his/her class. The student will remain in the scheduled class as an audit, and participate as deemed appropriate by the teacher. The student who successfully audits the course will receive a minimum grade of 55, per remaining quarter, for the purpose of not prohibiting admission to summer school. If the course has a Regents exam attached, the student will be allowed to take the Regents exam if he/she has met all requirements to do so.

#### **D. Outstanding Attendance Awards**

1. Category 1: Perfect Attendance- No minutes missed...no absences, tardiness, or early dismissals for any reason with the exception of a school sponsored field trip or college visitation.
2. Category 2: No absences. All tardiness and/or early dismissals excused because of medical or dental appointment(s). A written excuse from the doctor or dentist must be supplied upon return.
3. Category 3: A combined 1-3 absences, tardies and/or dismissals, regardless of reason. A student may also submit a written appeal to be recognized for this award if his/her absence is due to an extenuating medical condition.

#### **E. Health Services**

New York State Law mandates Physicals for grades 4, 7, 10 and all new entries into the district regardless of grade. The exam will be done at school by the school physician unless a copy of the exam is furnished to the health office by October 1st. Sports physicals are done periodically throughout the year, usually in August, October, December, February, and May. Please contact the health office for specific dates. A private physical is only acceptable if done by a provider licensed in the state of New York and administered not more than 12 months prior to the start of the school year. Sports physicals are valid for a period of 12 months – through the last day of the month in which the physical was done. Please remember that the sports season includes tryouts and practice.

Screenings: New York State Law mandates Vision and hearing screenings for grades 5, 7, 10 and all new enterers into the district. These screenings will be done at school unless a copy of a recent exam is furnished to the health office. Scoliosis is mandated for all students in grades 5 through 9 and is done in the health office by the school physician.

Fluoride: A fluoride program is offered to all students in grades 4-8. Students receive a fluoride rinse once each week. Consent forms for receiving fluoride are sent home with your child the first week of school. Please return the consent to your child's teacher by September 15<sup>th</sup>.

Health History: If there are any changes in your child's health status from the previous year, please contact the health office.

## **F. School Insurance Policy**

School insurance is ACCIDENT insurance only. All students are covered under this policy for accidents or injuries that are incurred during the course of the school day or while participating in or attending scheduled activities, which are organized, sponsored and supervised by the school and school employees.

Someone who witnessed the incident fills out an accident report. This is then forwarded to the school nurse. The school nurse, upon request from a parent or guardian, will complete an accident claim form.

Parent/Guardian:

Request the insurance form from the school nurse.  
Complete reverse side (Part B) of insurance form.  
Attach explanation of benefits from own insurance company to school insurance form.  
Mail all forms to:  
Commercial Travelers, Mutual Insurance Company  
Commercial Travelers Building  
Utica, NY 13502

School insurance will only pay medical expense benefits AFTER the student's own insurance has paid their part of the claim.

## **G. Medication in School**

New York State Education Law prohibits the giving of internal medication in school unless a written doctor's order for that medication and a written parental request to give that medication is brought to the school nurse. This law also includes over-the-counter medication such as aspirin, acetaminophen, cold preparations, etc.

A parent must personally bring to the nurse all medications in the bottle with the original prescription on the label. This also includes over-the-counter medication, which needs to be in the original manufacturer's container/package with the student's name affixed to the container.

**If your child needs medication at school, please obtain the appropriate form from the nurse's office for medication administration in school. The form must be filled out and signed by a parent/guardian and then taken to the physician's office for completion. It then must be returned to the nurse's office.**

A pharmacy label on a prescription DOES NOT constitute a written order and CANNOT be used instead of a written order from a licensed prescriber.

If a student wishes to self-administer medication at school, an additional form is required with the licensed prescriber's order that the student be allowed to carry her/his medication and self-administer.

Medication CANNOT be administered at school unless all of these procedures are followed.

## **VII. Academic Eligibility Policy**

### **Academic Eligibility Policy – Extracurricular Activities**

The purpose of the academic eligibility requirement is to enhance academic and extracurricular success, to emphasize the importance of quality academic pursuit, and to keep each student's academic

participation in proper perspective. It relates directly to the vision of SSCS to “provide a supportive and creative learning environment, which challenges our students to achieve excellence as a way of life.”

### **How does a student become Ineligible?**

A student who is failing two or more subjects (or has incompletes) at either the mid-point of the marking period or at the end of the quarter will be placed on probation for school related extracurricular activities for the next 5 weeks. Extracurricular activities include participation in clubs and band and chorus activities beyond the normal rehearsals and scheduled concerts, such as plays, field trips, county festivals, and what not. The overall intent of the probationary period is to help the student get focused and back on track academically.

### **Procedure for academic ineligible students:**

It is the responsibility of the student to obtain the Weekly Progress Sheet from the Main Office and circulate it to their teachers at the end of the week until the end of the next marking period or week period. Teachers at VOTEC and other educational placements must be included as well.

High school – High School Students (9-12) will be placed on academic ineligibility as a result of failure and or incompletes in two or more courses. Students on academic ineligibility as a result of incompletes shall be removed from ineligibility as soon as their work is completed and their courses passed.

Ineligible students will be allowed to participate in practices and games for the first week (5 school days) following the distribution of the progress report/ report card. The students will then be expected to circulate the Weekly Progress Report to their teachers by Thursday and submit it to the Athletic Director or Principal by no later than 3:00 Friday, or they will not be allowed to participate in extra-curricular activities and contests for the weekend or the next week. Also include are attendance at extracurricular events held on school nights.

Should a student be found to no longer be failing two or more classes, then they will be cleared for full participation and attendance at practices, games and events. Should a student be found to still be failing 2 or more classes at the end of the first week, then he/she will be declared ineligible for attendance at games and events, until the end of the next week when he/she can circulate another eligibility sheet. Again, during a period of ineligibility, a student may continue to attend practices, but not attend games or events held during the week. Students may attend, but not participate in, weekend events. It is recommended that the students take full advantage of extra help opportunities with their classroom teachers during this time.

Middle School-Middle school students (6-8) who wish to remain eligible may attend 2 hours of academic help after school each week. While it is recommended that students make an appointment to receive extra help from their classroom teachers, they may opt to remain in the academic extra help room on the days designated by the district. Students are expected to work diligently on their assignments during this period of time and to submit recorded documentation of their time on Friday by noon. If the probationary student continues to experience problems, the coach, club advisor, guidance counselor, and/or principal may arrange a conference with the student and parents to determine the extent, if any, of further participation in that sport or extracurricular activity.

**Notes:**

- Any “extenuating circumstances” should be appealed to the Principal, who along with input from the Athletic Director, Guidance Counselor, coach /club advisor / band director and classroom teachers will have the responsibility for the final decision in cases of ineligibility.
- For evaluation purposes a grade of “incomplete” is considered a failure; however, the incomplete can be altered to a “passing” grade at the discretion of the teacher, and full eligibility restored. A student with an incomplete as a grade may circulate the Weekly Progress Sheet at any point in order to be removed from “Probationary” status.
- If a student becomes ineligible while playing a sport, then they cannot begin a new sports season until they are no longer failing 2 or more classes.
- Again, it is the probationary student’s responsibility to ensure that all necessary paperwork and communication with teachers, coach and principal/designee is maintained.

(Separate handout)

This is to acknowledge that I am aware that a copy of the 2015-2016 Sharon Springs Central School Student Handbook is available on the District website. It is my understanding that I am responsible for making myself aware of its contents. Further, although the guidelines, rules and policies contained herein are current on this date. I am aware that any or all sections of this handbook may be altered or omitted and new sections added by action of the New York State Education Department, the Sharon Springs Central School Board of Education, and/or the Administration. When such changes are made, I expect to be informed by the Administration.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (please print)

-----  
Parent or Guardian (If you are under the age of 18, a parent or guardian must read and sign the agreement.)

As a parent or guardian of this student, I am aware that a copy of the student handbook is available on the District website. I have also read the Policy Provision for Internet access. I understand that individual access is intended for educational purposes and that the Sharon Springs Central School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Sharon Springs Central School District to restrict access to all controversial materials and I will not hold the Sharon Springs Central School responsible for materials acquired on the network. Students should not have any expectations of privacy as their usage will be monitored and tracked. I understand that any "sharing" of individual passwords is a violation of this agreement. Further, I accept full responsibility if and when my child's use of the Internet is not appropriate in the school setting. I hereby give my permission to grant individual access for my child for the 2015-2016 school year and certify that the information on this form is correct.

\_\_\_\_\_  
Parent or Guardian (Please sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (Please print)