

SPACKENKILL HIGH SCHOOL



HOME OF THE SPARTANS STUDENT HANDBOOK

2019-2020

SPACKENKILL UNION FREE SCHOOL DISTRICT

TABLE OF CONTENTS

ADMINISTRATION AND STAFF DIRECTORY	4
Principal's Message	8
Academic Procedures	9
Academic Integrity/Cheating	9
Grading System	9
Honor/Merit Roll Requirements	12
Homework	13
Effect on Grades of Truancy, Cutting, In- or Out-of-School Suspension, and Other Illegal Absences	13
Valedictorian and Salutatorian	13
Special Senior Awards	13
Academic Program	14
General Information	14
Student Course Load	14
Policy on Program Planning and Program Changes	15
College Applications and Procedures	16
Financial Aid	17
Additional Programs Offered	17
Attendance	20
School District Attendance Policy	24
Campus Procedures	29
Articles Prohibited in School	29
Bus Use	29
Cafeteria Use	29
Corridor Courtesy	30
Cutting Class	30
Daily Bulletins and Announcements	30
Dress Code	30
Fire and Emergency Drills	31
Leaving School or Class	31
Library Use	32
Lockers and Valuables	33
School Closing and Delays	33
School Visitors	34
Senior Privileges	34
Skip Days	34
Student Health Services	34
Student Motor Vehicles	34
Student Pranks	35
Student Privacy/Parent Release	36
Study Halls	36
Tardy To Class	37
Tardy to School	37

Textbooks	37
Vandalism and Destruction of Property	37
Technology Procedures	38
Technology Device Use: Conditions and Times	38
Board Policy on Use of Computers	40
Co-Curricular and Athletic Procedures	44
	Clubs and Organizations
	42
Class Advisors	43
Scholl Publications	43
National Honor Society	44
Student Fundraising	44
Interscholastic Sports	44
Intramurals	45
	Academic Eligibility for High School Activities
45 District Policies and Notifications	48
Code of Conduct/District Discipline Policy	50
DISTRICT POLICY ON STUDENT RECORDS	67
Family Policy Compliance Office	69
Appendices	70
Appendix A: Assistance Directory	70
Appendix B: Bell Schedule	72

ADMINISTRATION AND STAFF DIRECTORY

High School Administration

Mr. Steven J. Malkischer: Principal
Mr. Kenneth Lewis: Assistant Principal
Mr. Marco R. Lanzoni: Director of Athletics, Physical Education & Health

Board of Education

Mr. Thomas Keith, Jr.: President
Mr. Herman Lo: Vice President
Dr. Richard Horvath
Dr. Mary Sawyer
Mr. Daniel Koehler

District Administration

Dr. Mark Villanti: Superintendent of Schools
Ms. Michele Moloney: Business Manager
Dr. Lori Mulford: Assistant Superintendent for Curriculum, Instruction, and Pupil Personnel Services
Mr. Dave T. Downes: Director of Facilities and Grounds
Mr. Brett Hasbrouck: Directory of Technology
Ms. Doreen Wright – Director of Transportation

School Resource Officer

Officer Steve Doughty: Town of Poughkeepsie Police

Spackenkill High School Phone Directory

Main Office	463-7810
Fax Number-HS	463-7826
Athletic Office	463-7824
Fax Number-Athletic Office	463-7833
Guidance/Counseling Office	463-7822
Fax Number-Guidance Office	463-7877
Principal's Office	463-7820
Nurse's Office	463-2043
Superintendent's Office	463-7800
Pupil Personnel Office	463-7808

Faculty

Mr. John Aagaard: Health and Physical Education
Mr. Zak Boenig: Special Education
Mrs. Lara Bogdan: English
Mr. David Bromsey: Special Education
Mr. Randy Calderone: English
Mrs. Tina Campala: Math
Mr. Victor Catanzaro: Music
Mr. James Daley: Social Studies
Mr. Clinton DeSouza: Social Studies
Mrs. Jennifer Fahy: English
Mrs. Jessica Fletcher: Computer
Mrs. Donna Franzik: Science
Mrs. Elizabeth Giancaspro: Registered Nurse
Mrs. Jodi Girard: Social Studies
Mr. Thomas Grega: Social Studies
Mrs. Brittany Hart: French
Mr. Dylan Herman: Science
Mrs. Deborah Hourahan: Math
Ms. Heidi Huczel: Physical Education
Mrs. Laura Johnson: Physical Education
Ms. Ashley Joy: Librarian
Mrs. Marissa Kaczynski: Music
Mrs. Rebecca Koenig: Special Education
Mr. John Latino: Science
Ms. Ashley Lopez: ESL
Mrs. Sheri Lynch: Math
Mr. Holden Maiorana: Music
Mrs. Jennifer Maloney: Science
Mrs. Diane McCarron: Science
Mr. Karl Miemis: Social Studies
Mr. Andrew Mosca: Social Studies
Mr. Don Neise: Physical Education
Mrs. Kristin Oakley: English
Ms. Shannon O'Keefe: Special Education
Mrs. Alaina Olschan: Science
Mrs. Julie Pineau-Kelsey: Spanish
Mrs. Kathleen Prisco: Science
Ms. Eleanor Pupko: Math
Ms. Ellie Quinlan: Math
Mr. Mark Reed: Special Education
Mrs. Nicole Reid: Science
Mrs. Catherine Robinson: Math
Mr. Christopher Rogers: Social Studies
Mr. Roberto Romani: Art
Mrs. Isabelita Romero: Special Education
Mrs. Jen Rubin – Special Education
Ms. Christine Scivolette: English

Mr. James Segrue: Spanish
Mrs. Jodi Sibilia: Art
Mrs. Kim Sottile: Special Education
Mr. Peter Spadaro: Social Studies
Mrs. Janet Stong: Art
Mrs. Javeria Sultaan: Science
Mrs. Maureen Tremblay: English
Mrs. Teri Tucci: Special Education
Mr. Mark VanHorne: Mathematics

Pupil Personnel Services

Dr. Lori Mulford: Director of Pupil Personnel
Ms. Kathleen DeFreest: Guidance Counselor
Mr. Adam Hammond: Guidance Counselor
Mrs. Rebecca Chaousoglou-Rotter: Guidance Counselor
Mrs. Traci Phillips: Social Worker
Ms. Deirdra Maguire: Psychologist

Office and Support Staff

Ms. Lorraine Antonelli: Counseling Center Secretary
Ms. Karen Baker: Teacher Assistant, Library
Mr. Stan Garrant: Greeter
Ms. Danielle Glascott: Teacher Assistant, Special Education
Mrs. Kathryn Hoey: Systems Specialist
Mrs. Kim Hogan: Main Office Monitor
Mr. Sam Lawhorne: Teacher Assistant, Special Education
Mr. Marc Lewis: Afterschool Greeter
Ms. Caroline Lin: Teacher Assistant, Special Education
Mrs. Cathy Mahoney: Athletic Secretary
Mrs. Karen Nardis: Assistant Principal's Secretary
Ms. Deborah Ruggiero: Teacher Assistant, Special Education
Mrs. Melissa Thompson: Counseling Center Secretary
Mrs. Sherry Ulrich: Attendance Office Monitor
Mrs. Geri Vasely: Principal's Secretary
Mrs. Donna Webb-Heraghty: Teacher Assistant, Special Education

Maintenance

Mr. John Albertson: Custodian
Mr. Charlie Christolon: Head Custodian
Mr. Ricky Lopez: Custodian

Mr. Daniel Zammiello: Custodian

Cafeteria

Mrs. Lisa French: Manager

Mrs. Patricia Cohen: Head Chef

Mrs. Pauline Maguire: Cafeteria

Mrs. Doreen Nani: Cafeteria

Ms. Eleanor Rolla

Principal's Message

September 2019

Dear Spackenkill Student:

This handbook was designed to help you understand the policies and procedures at our school. Please read the handbook and familiarize yourself with our practices to ensure that you have a safe and successful school year.

Our teachers, staff, and administrators are committed to helping you succeed. Become involved in the life of the school. There are many opportunities in clubs, athletics, and organizations to expand your horizon. Please take advantage of these offerings. Get involved!

Enjoy your school year! Work diligently and your efforts will be rewarded. We look forward to working and learning with you.

Sincerely,

Steven J. Malkischer
Principal

Academic Procedures

Academic Integrity/Cheating

In accordance with our district's published Mission Statement, the high school faculty encourages all students to reach their full potential in all aspects of their education. We view each student as a unique individual, and we expect all students to value their own creative abilities and special talents and to perform their own work with honesty and integrity. The Spackenkill community expects honesty from all its members. It is essential that students understand that this expectation also pertains to the ownership of their scholastic work. All students are required to exhibit honesty in all academic exercises and assignments, as well as in all dealings with others.

A student who submits work that is not his or her own (cheats, copies, or plagiarizes on any homework, quiz, test, report, computer file, or in-school assignment) is in violation of this expectation of honesty and is subject to disciplinary action.

Allowing another student to copy, providing him or her with answers and/or doing work for another student are also violations of this policy and may result in disciplinary action.

General Course Information

Grading System

The lowest passing grade for any course at Spackenkill High School is 65%. No credit will be awarded for any course in which the final grade is less than 65%, regardless of the grade on the Regents or school examination. For full year courses, quarterly grades and the final examination each count as 1/5 of the final average. For semester courses, each quarterly grade counts 2/5, and the final examination counts 1/5 of the final course average. Academic Intervention Services (AIS), work experience, SAT Prep, etc. do not receive numerical grades.

Report cards are issued four times per year. Interim progress reports are sent out approximately at the middle of each marking period.

Final Examinations

Final examinations count 1/5 of the final average in all courses. In Regents courses, the Regents Exam is the final exam. No school exam may be taken in these courses. Students enrolled in a general course will not be allowed to earn Regents credit by taking the Regents Exam in these courses because the curricula of the two courses are substantially different.

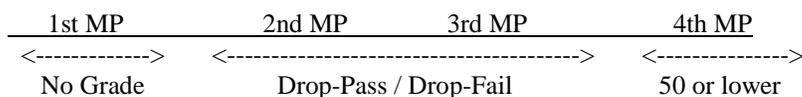
Incomplete Marks and Exemptions

Incomplete marks (INC) issued for the marking period should be made up according to a time schedule arranged between the student and the subject matter teacher. Time schedules must not exceed five (5) weeks. Any work not completed according to the time schedule will be recorded as a failure.

All students must attend physical education classes. Exemptions from participation because of extended illness (MED) must be arranged through the nurse and the athletic director.

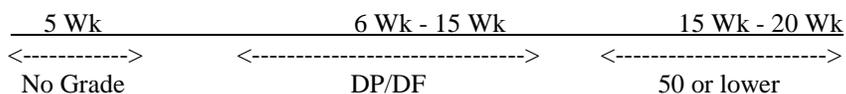
Dropped Course and Resultant Grades/Full Year Courses

- A. Full year courses dropped on or before the end of the 1st marking period will receive no grade notation on the transcript.
- B. Full year courses dropped during the 2nd and 3rd quarter marking periods will be recorded on the student's transcript as a Drop-Pass (DP) or a Drop-Fail (DF). This notation appears as both the marking period grade and the final grade. DP or DF will be determined by the average of all the grades earned at the time of dropping.
- C. Full year courses dropped during the 4th quarter marking period will be recorded on the student's transcript as a 50 or as the actual grade if lower than a 50 (regardless of cumulative average.) This failing grade will be recorded as the marking period grade and the final grade and will be included in rank in class.



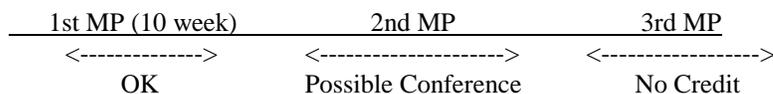
Semester Courses

- A. No grading notation will be made on the transcript for any semester course dropped on or before the first 5 week Supplementary Scholarship Report period ends (first 5 weeks of the semester.)
- B. Semester courses dropped between the 1st and 2nd Supplementary Scholarship Report (between the 5th and 15th week of the semester) will be recorded as a DP or DF. This notation appears as both the marking period grade and the final grade. DP or DF will be determined by the average of all the grades earned at the time of dropping.
- C. Semester courses dropped on or after the 2nd Supplementary Report period of the semester (on or after the 15th week of the semester) will be recorded on the student's transcript as a grade of 50 or the actual grade if lower than a 50. This failing grade will be recorded as the marking period grade and the final grade and will be included in rank in class.



Level Changes

Students are permitted to change instructional level within the 1st quarter of the marking period with parental approval. Students initiating a level change after the 10th week of the course without the endorsement of the sending teacher will be required to participate in a conference, unless it is waived by the sending teacher or counselor. No credit will be granted for any level change made after the 3rd quarter marking period.



Level Change Grading

- A. Level changes occurring on or before the end of the 1st marking period will receive no grade notation for the course that the student is leaving. However, the sending and receiving teachers will consult and agree upon a grade for that student for the 1st marking period, which will appear under the new course level.

- B. Level changes occurring during the 2nd and 3rd quarter marking periods will be graded as follows:
1. Both courses appear on the transcript with a withdrawal notation on the dropped course.
 2. Sending and receiving teachers will agree upon a grade for the marking period during which the change occurs.
 3. Previous marking period grades, if any, will be used in computing the final grade.
- C. Level changes occurring during the 4th quarter marking period will **not** be granted credit.

Grading New Entrants

Students who enter Spackenkill during the school year will be graded as follows:

- A. If the student enters from another school, the grade will be based on the work done here, with the final exam counting twenty percent. Teachers may use former school's grade if they wish.
- B. If the student does not enter directly from another school, the student must attend at least 2 quarters of the course in order to receive credit.

Grading of Summer School Courses and Repeat Courses

Students repeat courses for different reasons, sometimes during the year and sometimes during the summer. The following paragraphs examine different situations and state a procedure for each.

- A. Student fails the Regents Exam, but passes the course and attends summer school:
1. Both grades appear on the student's transcript. Regents credit is given only if the student passes the Regents Exam in summer school.
 2. Both grades will count for rank in class and cumulative average.
- B. Student passes the Regents Exam, but fails the course:
1. Student receives no credit for the course.
 2. The course and the Regents grade both appear on the student's transcript.
- C. Student fails course during year and repeats it in summer school:
1. Credit is given only if the student passes the course in summer school.
 2. Both grades will count for rank in class and cumulative average.
- D. Student passes a course but fails the Regents Exam:
1. Student may retake the exam if student receives written permission from the home school principal by the date specified by the approved summer school principal.
 2. School records both Regents grades.
 3. Student earns Regents credit for the course only if he/she passes the Regents Exam.

NOTE: Tutoring will not be accepted as a substitute for summer school attendance if a student fails the course.

- E. If student fails Regents level courses, he/she must take an approved summer school course and meet attendance requirements in order to take a Regents Exam in August. The student must pass both the summer school course and the Regents Exam to get Regents credit for the course. Only the grade earned at Spackenkill will be used in computing rank in class.

- F. Student fails course during year and repeats it at Spackenkill High School:
 - 1. Both grades appear on the student's transcript.
 - 2. Both grades are used in computing cumulative average and rank in class.
- G. Student passes the course and repeats it at Spackenkill High School.
 - 1. Only one credit can be earned.
 - 2. Both grades will count for rank in class and cumulative average.
 - 3. Both grades appear on the student's transcript.

NOTE: Courses taken at another accredited educational institution generally are not accepted for Spackenkill High School credit. Individual cases may be brought before the administration through the school counselors. Under no circumstance will credit be given in any course that has not been approved by the administration prior to enrollment.

Honor/Merit Roll Requirements - Calculated Each Quarter

- **Honor roll:** 90.00 minimum average **and** no grade 74 or lower, U, D, F, INC or DF
- **Merit roll:** 85.00 minimum average **and** no grade 70 or lower, U, D, F, INC, or DF
- **Marking period averages:** These are calculated by dividing the sum of the grades by the number of courses. Courses with letter grades are not included. Physical Education grades are not included for seniors only during the 2018-2019 school year.

Weighted Rank Philosophy

Spackenkill students are encouraged to take as challenging a program as they are capable of handling (depth of study) and as many courses as their abilities and schedules permit (range or course load). Physical Education grades are not included for seniors only during the 2018-2019 school year.

Class Rank Defined

Rank in class is a listing of our students from our highest achiever down (see III A.). Quality reflects the level of achievement (grades) and the depth of the courses (difficulty). Physical Education grades are not included for seniors only during the 2018-2019 school year.

Essential Elements

- A. Rank will be determined by the following formula:

$$\frac{\text{Grade X weighted factor X credit}}{\text{Total Credits attempted}}$$
- B. Course difficulty (depth) will be based on non-Regents, Regents, Honors, Advanced Placement (AP).
- C. Adequate course load (range) has been established by the past scheduling patterns of our students. Five to 6 credits per year is generally regarded to be an adequate course load.
- D. This school continues to regard lunch to be an essential part of all our students' programs.
- E. Course weights are assigned as follows:
 - 1. Non-Regents courses receive a weight of 7.

2. Regents courses receive a weight of 8. Regents courses generally terminate with a Regents Exam, or eventually lead to a Regents Exam: (e.g. foreign language).
 3. Honors level courses receive a weight of 9.
 4. All AP level courses receive a weight of 10. If a student is in an AP Class (10), and does not take the exam, the weight of the course reverts to Honors weight (9).
 5. Electives that extend content beyond the minimum Regents requirement receive a factor of 8 or 9.
- F. The grades for each course are not adjusted or changed, will be reported as they are earned, and will be displayed on our students' official transcripts.
- G. The course directory provides specific weight factors for each course.

Homework

Homework contributes significantly to successful student achievement and is an important and necessary element of the school program. Students at the high school level are expected to spend a significant amount of time on homework assignments. The amount of homework required for courses may be outlined by teachers at the beginning of the year. Certain courses, such as AP Classes, will have additional homework responsibility. It is the student's responsibility to be aware of the homework requirement and deadlines for each class.

Effect on Grades of Truancy, Cutting, In- or Out-of-School Suspension, and Other Illegal Absences

For all classes missed due to truancy, illegal absence, chronic tardiness, and cutting, students will receive a grade of zero for the class work and discussion missed that cannot reasonably be made up. This is because students often create the circumstances that cause their absence from class. Excessive absenteeism may lead to a meeting with the school administration for intervention.

Students suspended from school are not permitted to attend school events or be on school grounds during the duration of their suspension.

Valedictorian and Salutatorian

The valedictorian and salutatorian are the students who, under our weighted ranking system, are 1st and 2nd, respectively, in the graduating class among those students with 7 or more quarters or marking periods of work completed at Spackenkill, as of the end of the 3rd marking period of the year.

Special Senior Awards

All students should be aware that each year many special awards and recognitions are extended to deserving seniors. These awards are offered by this district's Board of Education, high school administrators, academic departments, civic groups, and local businesses. The awards exist to recognize outstanding scholarship, leadership, citizenship, character, and service. The entire record of a student is reviewed by a committee of administrators and teachers to determine the worthiness of the individual under consideration. Students are encouraged to strive to achieve these awards throughout their attendance at this school.

Academic Program

General Information

NOTE: Accurate completion of the course selection sheet (usually distributed in January/February) is of the utmost importance, as the next year's schedule will be based upon these requests. These are requests only and are not guaranteed.

The following is offered as a guide to some of the academic program information students will need to know later this year. A separate course directory will be available on the high school website with more complete scheduling information at a later date.

Definitions

Constants: subjects required by the State Education Department of all pupils who graduate from any senior high school in New York State.

Electives: any subject or independent study that may be chosen by a pupil other than those required in the constant or sequence areas.

Prerequisites: requirements of any kind that must be met before a student will be scheduled for a given subject.

Unit of Credit: the credit value assigned to a subject based on State Education Department established time requirements. The successful completion of a course may be awarded $\frac{1}{4}$, $\frac{1}{2}$, 1, $1\frac{1}{2}$, 2 or 3 units of credit depending upon the length of time studied; i.e., 1 unit of credit is given for the successful completion of a subject taken for 1 year with classes meeting no less than 5 times per week with 40 minutes of prepared classroom work per meeting.

Student Course Load

Seniors are encouraged to take a minimum of three (3) academic subjects each semester plus physical education. All others must take a minimum of four (4) academic subjects each semester plus physical education. (Volunteer service and Applied Music are not considered as academic subjects when determining pupil load.)

Minimum Enrollment

Should fewer than 10 students enroll in a given course, the need for offering the course will be reviewed by the Board of Education.

Requirements for the 6 $\frac{1}{2}$ Unit Option

A student enrolled in grades 9 – 12 may earn a maximum of 6 $\frac{1}{2}$ units of credit for either a Regents or local diploma without completing units of study for such units of credit if the following conditions are met:

- A. The high school principal, as the Superintendent's designee, determines that the student will benefit educationally by exercising this alternative.
- B. Students must make a written request to the building principal for consideration to exercise this alternative not earlier than March 20th or later than May 20th. This should occur in the school year prior to the year of the alternate program. At the time of this request, the student should be maintaining at least an 80 – 85% average as stated below and be attending school regularly.

- C. Certain grade criteria must be met in order to qualify students for this option. For non-Regents or low ability students, student must have earned a cumulative average of 80% or better in that discipline as well as in a majority of his/her final tests and courses. For the Regents or high ability students, he/she must have earned a cumulative average of 85% or better in the aforementioned areas. In the absence of cumulative grade average records, an equivalent assessment may be made by other means.
- D. The student will successfully complete a special project (subject to departmental standards) to demonstrate proficiency consistent with the goals and objectives of that course. This would be the equivalent to coursework covered by multi-unit comprehensive examinations. He/she should be prepared to present and orally defend his program of study. An oral examination **might** be substituted for a special project when unique circumstances warrant this approach (e.g., foreign language). Proficiency will be determined as per the grade standards established in letter C. In the case of a state-developed or state-approved examination, the student must achieve a score of at least 85%.
- E. Minimum guidelines for science and other academic departments exist and must be reviewed with the appropriate department.

Policy on Program Changes

The procedure for the addition or deletion of a subject from a student's academic program is instituted in the counseling office after discussion of the program or situation with the student, student's parent(s), guardian (s), teacher, and counselor. The student officially initiates the drop procedure when the student makes an appointment with the school counselor.

Policy on Schedule Changes

Full year and Semester Courses

- A. Once school reopens in September, students have up to 5 weeks to request a program drop from semester course.
- B. Students may add a course in place of a study hall up until the end of the 1st full week of school, subject to availability.
- C. Students have until the end of the 1st marking period to request a program drop from full year courses.
- D. If a student desires to drop a course, approval must be given by parents, teacher, counselor and principal. Disagreements about the drop will result in a committee meeting of all parties to determine a course of action.
- E. A continuous open registration period for adding courses in place of study halls for 2nd semester will take place through the last week of the 1st semester.
- F. A drop from BOCES must be handled on an individual basis with the high school counselor. Usually a drop from BOCES is allowed only at mid-year.

High School Credit for College Courses

Students participating in the Marist Bridge Program or the DCC full-time Early Admissions program will receive high school credit for the appropriate English, Social Studies, and PE classes taken. Students must consult with their school counselor before signing up for courses at either college.

Students will only receive high school credit for the courses needed to satisfy high school requirements, i.e., English, Economics, Participation in Government and PE.

Courses taken at a college will not be counted toward a student's cumulative average or rank in class.

Summer School

The summer school program is conducted each year. In June, the guidance and counseling office makes available all information about the programs and procedures for registering. Additionally, information is mailed to all students and parents who are eligible to attend summer school. Those 6- to 7-week programs usually start the 1st week of July and terminate around the middle of August. (See section on grading for further details.)

College Applications and Procedures

College Visits

Throughout the school year, the Guidance Office will offer students opportunities to receive information from various colleges and universities. These visits are held during the fall. All students are encouraged to participate and meet with college representatives.

College Applications

Procedures for filing college applications are available from your counselor.

The National Association for College Admission Counseling has developed a statement concerning the rights and responsibilities of students when applying for college admission.

Students Have the Right:

- A. to full information from colleges and universities concerning their admission and financial aid policies. Prior to applying, students should be fully informed of policies and procedures concerning application fees, deposits, refunds, housing, and financial aid.
- B. to defer responding to an offer of admission and/or financial aid until students have heard from all colleges and universities to which they have applied, or until May 1 (whichever is earlier). Should students be denied this right;
 - 1. immediately request the college/university to extend the reply date and
 - 2. notify the high school counselor.

Students Have the Responsibility:

- A. to be aware of the policies (deadlines, restrictions, etc.) regarding admissions and financial aid of colleges and universities.
- B. to complete and submit required material to colleges and universities of their choice.
- C. to meet all application deadlines.
- D. to follow college application procedures of the high school.
- E. to notify the colleges and universities that have offered admission of acceptance or rejection of the offer as soon as they have heard from all to which they have applied, or by May 1, whichever is earlier.

STUDENTS OR THEIR PARENTS SHOULD NOT BE FOOLED INTO SENDING PREMATURE DEPOSITS.

Most of the colleges and universities subscribe to the **Joint Statement on Principles of Good Practice in College Admissions and Recruiting**, which states, "colleges and universities will permit candidates to choose, without penalty, among offers of admission until they have heard from all colleges to which they have applied, or until the

dates established under the candidate's reply date agreement." This means that no student may be required to post a deposit or accept an offer of admission and/or financial aid until all institutions to which he or she has applied have responded or until May 1, whichever is earlier. The admissions process is new and often intimidating to both students and their parents. Most don't realize that they have only to request a delay of both the deposit for admission or acceptance of financial aid. This should always be done in writing, however. The only exception to this practice is in the case of a request by the student for early decision, in which case the early decision deadlines do apply.

Transcripts

All students who have graduated from Spackenkill High School and later need a copy of their transcript sent to an employer, the armed services, or a college **MUST authorize a written release of their records themselves**. The law states that they are the only ones who can authorize the school to send records. **(Parents may not authorize transcript releases.)**

The authorization must be in writing: Address it to the Spackenkill High School Counseling Office. Usually 2 weeks are needed to process such requests. It is the student's responsibility to be aware of all deadlines. Please do not wait until the last minute!

Financial Aid

Your school counselor has complete information on available financial assistance, including scholarships, grants, loans, and work/study employment. These opportunities are posted on the bulletin board outside the guidance office as well as on the guidance link found on the school website. Please check regularly for updates and new opportunities.

Additional Programs Offered

The programs of all students attending Spackenkill High School are individually arranged. Students choose courses from a wide variety of academically and vocationally oriented subjects. Additional course selections are available at the BOCES CTI.

Although very few students follow exactly the same program of studies, we have designed selected combinations to meet the needs of many of our students. These suggested programs are presented only as a general guide to program planning and not as the only possibility:

Occupational Education - Dutchess CTI

The Spackenkill School District participates with all other public school districts in Dutchess County in supporting a program of occupational education. Students may obtain brochures describing the available courses and enrollment procedures through their guidance counselors.

Early Admission Program

Spackenkill High School participates in a cooperative educational endeavor with Marist and Dutchess Colleges called the Early Admission Program. This special program allows qualified students the opportunity of dual enrollment in Spackenkill High School and Marist or Dutchess Community College during their 4th year in high school. Students are considered as seniors at SHS and at the same time freshmen at Marist or DCC. Participating students are expected to adhere to the regular school year schedules and rules of the high school. Successful completion of this program normally yields a full year of college credit and a high school diploma. Interested students should contact their counselor during the 10th grade for complete details.

Alternate Instruction

Instruction will be provided to a student who has a health problem or physical impairment that, in the opinion of a licensed medical examiner, will cause him/her to be absent from school for more than 2 consecutive weeks and who school personnel determine can benefit educationally from such a program. Where it is known **in advance** that a student will be absent for longer than 10 days, homebound instruction may begin earlier than the 11th day of absence, but in no case before the 6th day of absence. A secondary student will be provided with a minimum of 10 hours of homebound instruction per week.

Students who are suspended from school for 3 or more days are entitled to 10 hours of instruction per week. Students age 17 or older are not entitled to have instruction when suspended from school.

The District reserves the right to have the student's medical condition reviewed by the school medical director.

Diploma Requirements

To satisfy graduation requirements, all regular education students must earn either a Regents Diploma or a Regents Diploma with Advanced Designation and must accrue 22 units of credit. All regular education students must also pass 5 Regents Exams.

<u>COURSE</u>	<u>Course Requirements MINIMUM CREDITS</u>	<u>Exam Requirements REGENTS DIPLOMA</u>	<u>REGENTS DIPLOMA w/Advanced Designation</u>
English	4	Comprehensive English Exam	Comprehensive English Exam
Social Studies			
Global History 1 & 2	2	Global History Exam*	Global History Exam*
US History	1	US History Exam	US History Exam
Part. in Gov't.	½		
Economics	½		
Mathematics	3	Algebra I Exam	Algebra I Geometry Algebra II
Science	3	1 Science Regents Exam	2 Science Regents Exams
Foreign Language language	1	1 credit	3 consecutive credits of the same
Fine Arts	1		
Physical Education	2		
Health	½		
Computer Literacy	½		

NOTE: All students must take physical education every semester they attend school. Failure to attend physical education class could result in failure to graduate. Students must earn the equivalent of ¼ credit each semester while in attendance.

*As per the 4 +1 graduation requirements, this exam may be replaced by a state approved alternate exam. All state approved exams can be found on the high school website.

Courtesy Procedure 2019-2020

Courtesy is a code that governs expectations of social behavior. As a school community we must hold ourselves and one another accountable for interactions that foster respect and trust. Discourteous behaviors erode a healthy and cooperative learning environment resulting in hurt feelings, anger, and personal levels of dysfunction. This policy lies at the very core of proactive positive behavior and personal growth.

DEFINITIONS (Various points taken/adapted from Oxford English Dictionary)

COURTESY

1. Excellence of manners or social conduct; polite behavior
2. Respectful, or considerate act or expression
3. Appreciation of views, attitudes and feelings of others
4. Positive regard for the work of others
5. Demonstration of respect through action and words, the rules/parameters established within a given organization
6. Recognition that courteous behavior and respect lead to a safe, and caring environment

TEACHING COURTESY AND RESPECT

We, the school community, insist upon:

- Using courteous expressions while addressing individuals and appropriate greetings including “please” and “thank you”.
- Listening to and not interrupting a speaker.
- Being mindful of other individuals’ movement, time and space.
- Respecting the belongings of the school and other individuals.
- Attending to one’s own space by organizing and cleaning.
- Demonstrating responsibility by disposing of trash properly and recycling.
- Attending to scheduled appointments and formally cancelling when necessary.
- Using timely communication with staff and counterparts regarding plans and needs.
- Using approved technological devices in areas permitted, being sure to turn off these devices and placing them away before moving along.

AS A SCHOOL WE WILL NOT ACCEPT THE FOLLOWING BEHAVIORS:

- Inappropriate language or tone of voice – including sarcasm
- Disregard and lack of respect for an individual’s point of view or efforts
- Bullying, teasing, and harassing others under any circumstance
- Using technology to listen, text or communicate with others during class and other unapproved times

Attendance

High School Attendance Procedures

EVERYONE MUST ENTER AND EXIT THE SCHOOL BUILDING THROUGH THE MAIN DOORS.

Record Keeping Overview

- A. Attendance record keeping shall conform to the following process:
1. Attendance shall be taken at the beginning of each period of scheduled instruction and study time.
 2. Coding of absences will reflect those codes as outlined in the School District Attendance Policy.
 3. Any absence for a school day or part of a school day shall be recorded/coded as excused or unexcused as directed by the School District Attendance Policy. All students must come in with a note upon return from an absence as stated in the student responsibilities section of the School District Attendance Policy. The written excuse must be presented to the attendance officer, or a designee, before returning to homeroom. Failure to provide a note will result in an unexcused (truant) coding on the student's record. The student may bring in a note within 48 hours of his/her return to school in order to change the record. After the period of 48 hours has elapsed, the absence will remain recorded as unexcused and all appropriate actions under the make-up policy of the School District Attendance Policy shall be taken.
 4. Events of tardiness to school shall be recorded/coded as excused or unexcused as directed by the School District Attendance Policy. All students must come in with a note at the time of arrival for a tardiness; otherwise a parent will be called immediately before the student is allowed back to class. Failure of the tardy student to provide a note will result in an unexcused (truant) coding on the student's record despite any parent/guardian phone contact. Even after a call, the written excuse must still be presented within 48 hours of the student's return to school/class. After the period of 48 hours has elapsed, the tardy will remain recorded as unexcused (truant) and all appropriate actions under this policy with regard to unexcused absence/tardiness shall be taken.
 5. Events of early departure from school shall be recorded/coded as directed by the School District Attendance Policy. The attendance office must receive a note or a call goes home before the student is released from school.

B. **Absence/ Tardy Codes:**

Reason	Excused	Daily Present	Code
Unexcused Tardy	No	No	UTDY
Unexcused Absence	No	No	UABS
Family	No	No	FAM
Running Late	No	No	RUN
Vacation	No	No	VAC
Unlawful Detention	No	No	ULAW

Field Trip	Yes	Yes	FLD
Out-of-School Suspension	Yes	Yes	OSS
In-School Suspension	Yes	Yes	ISS
Excused Tardy	Yes	No	ETDY
Excused Absence	Yes	No	EABS
Nurse	Yes	Yes	NURSE
Bereavement	Yes	No	BER
Educational	Yes	Yes	EDU
Illness	Yes	No	ILL
Medical	Yes	No	MED
Music Lessons	Yes	Yes	LES
Religious	Yes	No	REL
Weather	Yes	No	WEA
Take Your Child to Work	Yes	No	TCW
TAG	Yes	Yes	TAG
Homebound	Yes	Yes	HB
Testing	Yes	Yes	TST
Guidance	Yes	Yes	GUI
College Visit*	Yes	No	CV
CPR	Yes	Yes	CPR
Sports	Yes	Yes	SP
Main Office	Yes	Yes	MAIN
Late Arrival Testing	Yes	Yes	LAT
Excused Dismissal	Yes	No	EDIS
Unexcused Dismissal	No	No	UDIS

*Approved college visits of up to 4 occurrences (Note/Verification from college required)

C. Supportive Procedures

1. Student Procedures Regarding Attendance:

- Bring in notes demonstrating excused absence as required.
- Communicate with teachers regarding missed assignments.
- Make up assignments per the individual teacher's classroom policy or other direction.

2. Parent/Guardian Procedures Regarding Attendance:

- Promote on-time regular attendance by your child.
- If your child is absent call the attendance office at 463-7815 between 7:30. and 8:00 am.
- Review your child's attendance records by viewing grade reports at the 5 week and quarterly marking periods, through the Parent Portal, or by calling the school.
- Register a contact number with the school's messaging system by which to be contacted regarding

attendance.

3. Teacher Procedures Regarding Attendance:

- a. Require and check passes from students returning from an absence or tardiness.
- b. Communicate classroom expectations regarding attendance and make-up work resulting from excused and unexcused absences and tardiness.
- c. Notify the student and parent/guardian when the student repeatedly fails to make up missed work resulting from absences and/or tardiness.
- d. Communicate with the appropriate office after a given number of absences have been reached according to Section E, 9 (Procedures Regarding Attendance Issues).

4. Guidance Counselors Procedures Regarding Attendance:

- a. Counselors will regularly receive attendance lists and will monitor the attendance of their students.
- b. Letters of accumulating absences mailed home from the attendance office will be forwarded to the appropriate counselor.
- c. Counselors will meet with students individually upon notification of excessive absences.

5. Administration Procedures Regarding Attendance:

- a. Review student attendance records and follow up with student and parent/guardian when needed.
- b. Attempt to verify absences, tardiness, and notes regarding early dismissal via the attendance monitor; forward letters home regarding absences and tardiness at given specified accumulating intervals.
- c. Distribute electronic attendance lists each day to appropriate faculty.
- d. Contact parents daily via school messaging system regarding student absences and tardiness.

D. Excuses/Notes

1. Any student absent from school, late to school, or with permission to leave school early must bring in a written excuse explaining the reason for his/her absence, tardiness, or dismissal. This note must be signed by the parent or guardian and must be for a legal purpose. Excuses are collected by the attendance monitor.
2. Excuses are due the 1st day of attendance following the period of absence or tardiness.
3. The attendance monitor will notify homeroom teachers of overdue excuses. Failure to turn in an excuse will result in the absence being recorded as an unexcused absence.
4. Students must produce the absence and tardy note within 2 days of the occurrence. After 2 days pass the event will be permanently considered unexcused.

E. Procedures Regarding Attendance Issues

1. Eligibility for attendance at school-sponsored activities, including but not limited to NHS, student officers/government, club activities, leadership events, field trips, dances, plays, proms, as well as senior privileges (such as parking, late arrival, and early release) shall be restricted for those students whose unexcused absenteeism is greater than 25% beginning with the first 5-week interim report.
2. Eligibility for extra- and co-curricular activities and interscholastic sports shall be restricted for those students with excessive unexcused absences at the discretion of administration.
3. Students must be in attendance for at least 5 periods in order to participate in after-school activities

(unless prior approval is received from a school administrator).

4. Students leaving school due to illness may not participate in and/or attend extracurricular activities and other school events unless specified otherwise by the school nurse.
5. Students who arrive to class more than twenty five (25) minutes after the start of class without a pass excusing them for one of the approved reasons will be considered as absent unexcused.
6. If a student is absent for more than three (3) consecutive days for illness/injury, the student must provide a physician's note.
7. Class cutting shall be deemed an infraction of the Code of Conduct and discipline will be levied as outlined in the District's Code of Conduct.
8. When excessive absences or unexcused absences, tardiness, and/or early departure adversely impact A student's performance in the classroom, the classroom teacher will communicate his/her concerns to the parent/guardian. This will be done in writing, by phone, or other form of electronic communication and the student shall confer with the classroom teacher and a guidance counselor regarding the pattern in an effort to remediate the underlying problem. Notice shall also be given to the building principal or a representative.

Teacher will contact parent after 6 absences in a marking period. Teacher will work with and notify Guidance. Upon 10 absences in a marking period, after teacher- to-counselor communication, the counselor will contact parent/guardian. The teacher will work with and notify an administrator and administration will contact parent after 14 absences in a marking period.
9. In the event that the school level interventions have not improved the student's attendance, the principal may recommend interventions such as a Person In Need of Supervision (PINS) petition to the Family Court and/or contact with the appropriate social services agency to initiate a neglect petition.
10. Parents wishing to appeal determinations of excused or unexcused absences shall direct their appeal to the building principal.

BOCES Attendance/CTI Attendance

Students chosen for any BOCES Program are expected to regularly attend classes. If a student fails to do so, the Technical Center will notify the Spackenkill High School Attendance Office. A decision will then be made as to whether or not the student should be allowed to continue with this program.

School District Attendance Policy

Overview

It is the goal of the Spackenkill Union Free School District to ensure that each student attend school the maximum number of days possible and to afford each student the opportunity to meet his/her potential. We, therefore, institute this policy.

Purpose

Good attendance and class participation are essential ingredients for academic success. Classroom lessons foster and require social interaction, development of effective communication skills, and critical thinking, in addition to subject mastery.

In order to achieve educational goals and to maintain a true academic environment, students must attend their classes.

Attendance Requirements

I. Applicability

All students of compulsory education age who reside legally within the district must attend school. Legal school age and legal residence are determined by the Board of Education in accordance with state requirements as set forth in New York State Education Law §§3202, 3205 to 3208, 3209 to 3210 and 8 NYCRR §100.2.

II. Notification Regarding Attendance Policy

Student Notification

1. School handbooks shall include the district's attendance policy.
2. If a student misses a class period or school day without an excuse, a designated staff person may review attendance requirements with the student and/or parent upon student's return to school.
3. School newsletters and publications may include periodic reminders of attendance requirements.

Parental/Guardian Notification

1. All parents/guardians will be provided with a plain language summary of this policy at the beginning of each school year.
2. At registration, the district will provide each new student's parent or guardian with a copy of the attendance policy.
3. At any open house or back to school event, parents/guardians will have the opportunity to obtain/discuss the attendance policy.
4. If a student misses successive class periods or school days without an excuse, a designated staff person will notify the parent/guardian regarding the absences.

Faculty/Staff Notification

Each member of the faculty/staff will be given a copy of this policy, including any subsequent amendments. This policy will be distributed to new teachers upon commencement of employment. In addition, the building administrator may meet with faculty at the beginning of the school year to review policy and individual roles in its implementation.

Community Notification

Copies of this policy will also be available to any other member of the community on the school website and the Spackenkill District Annual Notification.

III. Guidelines

The district recognizes an important relationship between class participation and class performance. Consequently, each teacher may consider classroom participation as well as the student's performance in homework, tests, papers, and projects, etc. When a student is absent, with or without an excuse, he/she misses the opportunity for class participation. Any absence from class that is not made up may result in a loss of points from the student's class participation grade.

A. Absences

1. Absences counted under the attendance/grading policy include:
 - a. all absences (whether excused or unexcused) not excluded below.
2. The following should NOT be counted as absences under the attendance policy:
 - a. In-School Suspension (ISS);
 - b. any period of Out-of-School Suspension (OSS) in which student accepts alternative instruction;
 - c. attendance at a special education program or service offered by a public school or an approved private school or facility when a student is homeless, disabled, or incarcerated. (See §175.6 of the regulations of the NYS Commissioner of Education.)

B. Make-up Policy

1. When a student misses a class or school day, he/she is expected upon his/her return to provide a written explanation from his/her parent or guardian. Moreover, the student **and/or parent** must consult with his/her teachers regarding missed work. If the absence is excused, the student may make up any work missed by arranging an assignment with the teacher.
2. Make-up assignments must be completed by the date specified by the student's teacher for the particular class. Upon satisfactory and timely completion of the make-up assignment, any earned points will be included when calculating the student's final grade.
3. Reasonable make-up opportunities will be given to students with excused absences due to:
 - a. personal illness;
 - b. illness or death in the family;
 - c. disability;
 - d. impassable roads or weather;
 - e. religious observance;
 - f. quarantine;
 - g. required court appearances;
 - h. attendance at health clinics;
 - i. approved college visits;
 - j. approved cooperative work programs;

- k. military obligations;
- l. such other reasons as may be approved by the Commissioner of Education.

4. Students who are unable to attend class period/day due to their participation in a school-sponsored activity (e.g., field trip, music lessons, etc.) and who arrange with their teachers to make up missed work shall be given credit for class participation the class day/period missed.

Consequences for Exceeding Absences Without Making up Class Work

If a student loses credit in a course, he/she may request a meeting with his/her guidance counselor to discuss all remaining options.

Summer School Courses

Students may complete a course in summer school only if they have attended the regular school year course for all quarters of the course.

IV. Attendance Taking Procedures [Effective July 1, 2003]

Kindergarten – Grade 5

Attendance shall be recorded after being taken once per school day.

Grades 6 – 12

Attendance shall be recorded during each class period of scheduled instruction (including instructional or supervised study activities).

V. Maintenance of the Attendance Register

A. For each student, the register of attendance must include:

1. name;
2. date of birth;
3. date of enrollment;
4. parent/guardian's full name;
5. address where student resides;
6. phone number(s) where parent/guardian may be contacted;
7. all absences, tardiness or early departures during any school day, in whole or in part, excused or unexcused;
8. appropriate coding to identify the nature of the absence (full day, class cut);
9. dates of school closings for all or part of the day of scheduled instruction due to extraordinary circumstances, including: adverse weather conditions, heating problems, lack of water or fuel or destruction or damage to a school building;
10. date a student withdraws from or is dropped from enrollment.

B. A teacher or district employee designated by the Board of Education will make entries on the Attendance Register. All entries must be verified by the oath or affirmation of the person taking attendance.

C. When additional information is received from a student during a student/staff conference that requires corrections

to be made to a student's attendance records, such corrections will be made immediately. Notice of the change will be sent to appropriate school personnel (e.g., homeroom teachers, attendance officer, etc.)

VI. Attendance Incentives

The district will design and implement incentives to acknowledge students' efforts to maintain or improve school attendance.

VII. Incremental Interventions

The district will design and implement a system of specific incremental intervention strategies to identify and alleviate attendance problems in their early stages.

Any discipline imposed as a result of unexcused absences shall be consistent with the district-wide Code of Conduct.

VIII. Appeals

- A. All appeals will be made directly to the principal or other designated administrator, who will make the final decision regarding grading impacted by attendance.
- B. Appeals may be made to challenge the number of absences on record.
- C. If parent is successful on appeal, the Attendance Register will be changed to reflect outcome of appeals process.

IX. Returns to District

Students who leave the district and subsequently return must still honor the attendance policy. All previous class absences will still count for that academic year.

RESPONSIBILITIES

Successful implementation of any attendance policy requires cooperation among all members of the educational community, including parents, students, teachers, administration, and support staff.

Students' Responsibilities

1. Attend school daily and on time.
2. Attend all classes.

Teachers' Responsibilities

1. Provide make-up assignments when requested by a student with an excused absence.
2. Notify parent/guardian of attendance problems via comments on progress reports and on report cards.
3. Forward to administration any required paperwork or notice indicating student absences.

Administration's Responsibilities

1. When a student cuts class or is otherwise absent without excuse, designated staff member(s) will notify the student's parent(s)/guardian(s) and review the attendance policy.
2. Notify the student and parent/guardian when the teacher of the course has provided notice of unexcused absence(s). Hold at least one meeting to explain the attendance policy to the student.
3. Notify the student and parent/guardian when the student has exceeded a certain number of absences without making up course work.

Review of Attendance Records

1. Each building must have a person(s) who is designated to review attendance records and initiate appropriate action to address unexcused absences, tardiness, and early departures.
2. Attendance records must be reviewed by the designated attendance officer and principal to address unexcused absences, tardiness, and early departures.

Guidance Counselors' Responsibilities

Counsel students individually when they first receive a notification of excessive absences in any subject area. One meeting with the counselor will be sufficient for all subject areas.

Campus Procedures

Articles Prohibited in School

Problems arise when students bring to school articles that are hazardous to the safety of others or interfere in some way with school procedure. Items such as sling shots, water pistols, laser pointers, etc. are considered undesirable in school and will be impounded and only returned to the parent, upon request from the parent.

NOTE: If a student is found to be in possession of a firearm, as that term is defined under Federal Law, the student is subject to a long term suspension of at least one (1) year, subject to modification on a case by case basis.

Pyrotechnic devices are illegal and dangerous. Possession or firing of firecrackers, smoke bombs, etc. will be cause for suspension and referral to authorities. (See discipline section.)

Bus Use

A student who becomes a discipline problem on the bus will be deprived of the privilege of riding on the bus and/or will be suspended.

If a student is suspended from the bus, the student (or parents) must provide his/her own transportation to and from school.

Cafeteria Use

Responsibility for proper behavior in the cafeteria rests primarily with the students. Students are expected to be orderly and courteous while also maintaining a noise level compatible with good digestion. Cafeteria rules promote a clean and happy atmosphere.

The following guidelines exist to achieve this atmosphere in the cafeteria.

1. Walk, do not run; do not break into lines;
2. Clear the table and recycle appropriately.
3. Leave the table as you would like to have found it.
4. Students at tables where trash has not been picked up must either identify the student responsible for the mess or clean up the trash.
5. Replace chairs.

Students who act inappropriately during lunch will face disciplinary action

Corridor Courtesy

Students are asked to pass through the corridors quietly and be considerate of others in the halls and classrooms. Going to lockers while classes are in session is firmly discouraged. **No student may come back to the academic corridor during lunch periods, as this disturbs those classes still in session.** Students may not loiter in bathrooms in the academic corridors during their lunch periods. During their lunch periods, students are allowed in the library, if a pass has been given by the librarian/teacher. Wandering in the corridors during class time is prohibited. Students granted permission to leave class or study hall are expected to go promptly to the required destination. **Obvious displays of affection in the corridors will be firmly discouraged. Failure to abide by these rules will result in disciplinary action.**

Cutting Class

Students must be present at all classes (including physical education and study hall) unless excused by the proper authority. Any student not present at the regularly scheduled class due to "cutting" will be subjected to disciplinary action and notification of the student's parents. Cutting classes, truancy, illegal absence, and suspensions will have an adverse effect upon a student's grades. (See section on grading and discipline.).

Daily Bulletins and Announcements

All announcements must be signed by the faculty member in charge of the activity or the sponsor of the organization concerned. No student may submit an announcement without a faculty signature.

Each morning the Pledge of Allegiance and daily announcements will be read over the public address system in homeroom.

Because of morning activity in the main office, last-minute announcements (those not submitted by the deadline) may not be honored. Such announcements must be pre-approved by the administrator.

Dress Code

All students are expected to give proper attention to personal cleanliness and hygiene and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

A student's dress, grooming, and appearance, including hair style/color, jewelry, accessories, makeup, and nails, shall:

- be safe, appropriate, and not disrupt or interfere with the educational process;

- be appropriate for school dress and not include extremely tight or form fitting or extremely brief garments, such as tube tops, halter tops, net tops, tops with spaghetti straps, tops with plunging necklines (front and/or back necklines), short miniskirts, clothing that exposes bare midriffs, and see-through garments;
- ensure that underwear is completely covered by outer clothing;
- include footwear at all times. Footwear that is a safety hazard will not be allowed;
- not include the wearing of hats or other headgear in classrooms, instructional area, or offices except for medical or religious purposes;
- not include items that convey a message that is vulgar, obscene, and libelous or denigrate others on account of race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight, or disability;
- not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities;
- not include sunglasses unless prescribed by for medical purposes;
- not include chains, spikes, or other dangerous ornaments or accessories;
- not include clothing that advocates gang affiliation or identity.

The above guidelines for school dress are not exclusive. Whether or not a student's attire is appropriate or inappropriate is ultimately at the discretion of the school principal or assistant principal. Students who violate the school dress code are subject to disciplinary action.

Fire and Emergency Drills

Fire drills and emergency drills are held regularly throughout the school year. They are held to ensure safety in the event of a real emergency. Therefore, every drill must be treated as though it were a real emergency.

Rules for these drills are the same as in previous years. Every student is responsible for knowing fire exits and passing routes for each room in which he/she has classes. **Absolute silence is required!** During fire drills, classes must move as far away as possible from the building to leave room for fire apparatus.

Recall will be by bell or public address system announcement.

Leaving School or Class

If a student has legal authorization to be absent or tardy to a class (i.e., student council meeting, athletic trip, medical appointment, etc.) he/she should first check with the classroom teacher(s) involved to explain his/her absence and to receive the class assignment or homework for that day. If a student is scheduled for a music lesson, he/she must first report to the assigned class.

If a student has legal authorization to be dismissed from school during the school day he/she must present a written note to the attendance monitor before 9:00 am. These requests are subject to verification by telephone. All students leaving school early must have proper authorization and must leave by way of the front entrance after signing out in the attendance office. **Early dismissals should be scheduled to occur during class passing time.**

STUDENTS ARE NOT ALLOWED TO LEAVE SCHOOL FOR LUNCH.

Students who have received proper authorization for an excused release and/or late arrival must check into the attendance office upon leaving and/or returning to school. Students who are 18 or older and are dependent upon parental support must adhere to all these procedures.

If students leave school for health or medical reasons, the nurse must give the authorization and the student must inform the attendance office of his/her leaving.

If the reason for leaving is other than the above, the student must have authorization from the principal or the assistant principal. The student must notify the attendance office monitor of his/her leaving.

School Grounds Off Limits

The following areas are off limits during regular school hours:

- A. the parking lot and the area immediately outside the cafeteria;
- B. the loading dock and its immediate area;
- C. all wooded areas, including the banks behind the hill between the parking area and the athletic fields;
- D. the path from Hagan Drive, except for coming to school and leaving school.

Failure to abide by the above procedures will result in disciplinary measures.

Library Use

It is the purpose of the library to provide materials for research, enrichment, and relaxation.

A. Types of materials and equipment available in the library are as follows:

1. **Reference books:** Many special reference books may be signed out **overnight**. Some materials are designated "Library Use Only."
2. **Books in the general collection:** The normal loan period is **3 weeks**. Books may be renewed. "Reserve" and other overnight materials are due by 7:25 am the next school day.
3. **Magazines:** Our library subscribes to numerous periodicals, which may be borrowed upon presentation of a completed periodical request slip.

Magazines are "Overnight Use Only" and are due by 7:25 am the next school day. Additionally, our library subscribes to online periodical databases, which may be accessed within the library or remotely. Articles can be read on library computers, printed out, or emailed. Ask library staff for remote access procedures.

4. **Electronic resources:** Computers are available for research purposes to students who have an Acceptable Use Policy on file. Our library is fully automated, with electronic access to our collection, as well as to the holdings of school and public libraries throughout Dutchess County. Electronic resources also include a number of periodical databases, online encyclopedias, specialized research services, and Internet access. Some of these resources are available to our students via remote access, and instructions for home use can be obtained from library staff.
5. **Recordings:** The library has CDs and audiocassettes, with appropriate hardware, for library use only. The collection includes a variety of audio books.
6. **Videocassettes and DVDs:** These are subject related and may be borrowed.

7. **Copy services/photocopies:** This is available to students upon request.

B. Accessibility to students:

1. The library is open from 7:00 am to 3:00 pm (unless specified otherwise) each school day.
2. Students may come to the library on their own before school and after school.
3. With permission, students may come to the library from lunch, study hall, or from class. Appropriate sign-out or pass procedures must be followed.
4. There are certain times when the number of students coming to the library will be limited. This may occur when classes are meeting in the library or to accommodate special circumstances.

C. Students are expected to be responsible as follows:

1. A student's presence in the library indicates purposeful, quiet work: doing homework, studying, reading, searching for and using materials, browsing independently for supplementary reading, etc.
2. Students are expected to be considerate of all who use the library facilities each day and of those who provide service, such as the librarian and aides.
3. Students are expected to observe school and library procedures and to follow instructions given by members of the library staff.
4. Students must sign out all library materials and renew them as appropriate.
5. Students are expected to exercise care in the use of all library materials and will be expected to pay for materials damaged or lost.

Students who fail to observe these rules will be reprimanded. Continued failure to obey may result in loss of library privileges at the discretion of the librarian. The library and its staff encourage interested and concerned participation in our activities. Recommendations for materials and suggestions for improvements are welcomed.

Lockers and Valuables

Lockers

Lockers are provided for student use. Students using school lockers accept a co-tenant relationship with the school administration. This means school officials have the right to search lockers if they have reasonable cause. Students should not put any valuables in their lockers. Students are strongly encouraged to make use of school supplied locks. Locks are offered through the homeroom teachers. It is the responsibility of each student to keep his/her locker neat and organized. **THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS STOLEN FROM LOCKERS. GYM LOCKERS SHOULD BE KEPT LOCKED AT ALL TIMES.**

Valuables

Students are urged not to bring large amounts of money or other valuable items to school. Students, not the school, are responsible for their personal property. If it is necessary to bring something of value to school, students are encouraged to leave the item in the main office.

NOTE: Electronic devices are not allowed.

Lost and Found

There is a lost and found box in the main office. Students should label their belongings. Students who find items not theirs should bring them to the lost and found box.

School Closing and Delays

In the event of inclement weather that causes hazardous conditions, school will be closed. All families in the district will be contacted by the automated phone system when school is delayed, cancelled, or if students are released early from school. Students will be requested to provide the appropriate contact information at the beginning of the school year. Please be sure to update this information if any of the contact information changes during the school year. School closing and delays are also announced over the various Hudson Valley radio and TV stations, which are listed on spackenkillschools.org.

School Visitors

SCHOOL POLICY DISCOURAGES VISITORS FROM OTHER SCHOOLS. Exceptions are made in unusual situations only by the principal or the assistant principal. No visitor may be in the school without the knowledge and permission of the principal or the assistant principal.

Senior Privileges

Spackenkill High School seniors earn privileges exclusive to the class. They are subject to the school co-curricular eligibility requirements and are therefore subject to revocation or modification. The privileges are reviewed quarterly with report cards, satisfactory progress toward graduation, attendance, and acceptable school citizenship. Examples of senior privileges include the right to park on campus with permit, senior class trips, prom, and participation in graduation ceremonies.

Skip Days

Under no circumstances does this school recognize, endorse, or permit student "skip" days. This is a completely illegal absence from school.

Student Health Services

If a student becomes ill during the school day, he/she should report to the nurse with a signed pass from the teacher of his/her current class. Should the student need to be sent home, the nurse will contact the parents. Under no circumstances should the student contact the parent and ask permission to leave; the nurse must speak to your parent. **NO STUDENT MAY LEAVE SCHOOL WITHOUT PROPER AUTHORIZATION.** If the student is being sent home, the student will receive a pass to be presented to the attendance office in order to sign out legally.

IF THE NURSE IS NOT IN HER OFFICE, THE STUDENT SHOULD REPORT TO THE MAIN OFFICE.

In addition to required physical exams for participation in interscholastic sports, which must be conducted by the school physician, all students must have a physical exam in 10th grade either through the school or their private physician. All freshmen and new entrants must have an updated immunization record.

Student Motor Vehicles

Any student who wishes to drive and park on school property **MUST HAVE** attended the program "Teen Driving - A Family Affair," given at different times during the school year. Students who are seniors will have the privilege of parking on the school grounds.

In understanding that parking on school grounds is a senior privilege, seniors are reminded that the following offenses may result in the loss of such privilege:

- A. tardiness;
- B. absence;

- C. class cutting;
- D. other disciplinary infractions.

In order to provide an atmosphere that is safe and conducive to learning, the following regulations concerning the operation of motor vehicles on school property are in effect:

- A. No minibikes, motorcycles, or motor bikes of any kind are to be operated on school property without written permission from the principal, granted only for extenuating circumstances. It is the policy of the Board to prohibit the unauthorized operation of minibikes, motorcycles, snowmobiles, AT's and other recreational vehicles on school district property, including driveways, roadways, playing fields, and parking areas at all times, including weekends and vacation periods.
- B. Students who wish to drive their own automobiles to school must provide:
 - 1. written permission from parent or guardian (school application);
 - 2. proof of ownership of the automobile (copy of vehicle registration);
 - 3. proof of licensure (copy of student's license);
 - 4. proof of Insurance (copy of insurance card).
- C. Students must park in the designated student parking area only.
- D. Parking in fire lanes is prohibited and illegal. Students who park illegally may lose driving privileges and/or receive a ticket from the Town of Poughkeepsie Police. Multiple infractions may lead to increased disciplinary action by administration.
- E. Student automobiles are not to be used during the regular school day unless approved by an administrator.
- F. All authorized vehicles will have a school parking sticker displayed in the lower right corner of the driver's side rear window. Students authorized will receive this sticker upon registration.
- G. Students using the parking lot accept a co-tenant relationship with the school administration. This means school officials have the right to search automobiles if they have reasonable cause. **THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS STOLEN FROM AUTOMOBILES.**
- H. Special circumstances requiring on-campus parking during school hours for those who do not have a permit must be approved by a SHS administrator at least 24 hours in advance in order to receive the temporary permit.
- I. Any underclassmen found parking on school grounds during school without the prior approval of the school administration are subject to disciplinary action and risk losing this privilege during their senior years.
- J. Failure to abide by these regulations will result in loss of permission to drive to school. Students will be notified of their violation, and discipline will be implemented at the discretion of the administrator.

Student Pranks

Students who engage in any activities that violate the law and/or the district's Code of Student Conduct and Discipline will be held accountable and are subject to discipline in accordance with the district's Code of Student Conduct and Discipline. This includes actions (pranks) that are viewed by some students as something to be passed

on from class to class. These are often dangerous and often the students do not even realize the particular danger. These pranks will not be tolerated and will be met with the appropriate actions, including police involvement. Other consequences could include exclusion from trips and ceremonies.

Student Privacy/Parent Release

The Spackenkill Union Free School District takes/arranges for pictures and videos of students involved in school activities throughout the year for submission to local newspapers, for use in our own publication, including district-approved Internet postings, and for use by other school-approved local media outlets. Information released with these pictures/videos may include student's name, grade in school, and participation in officially recognized activities, sports, and awards. If for any reason you do not want to have your child included in pictures and/or videos used in any of the district's publications or on its website or you do not want them to be released to local media outlets you must indicate this in writing to your child's building principal by September 18, 2015.

Study Halls

- A. Students must report to study hall for attendance before signing out. Students who sign out must report to the area for which they are signed out, or they face disciplinary action including possible loss of sign out privileges.
- B. Twelfth grade students from study hall may use the cafeteria during a lunch period, if they do so within the first 5 minutes of the period. Students may not leave the cafeteria after their arrival. Ninth, 10th, and 11th grade students may not sign out from study halls to the cafeteria.
- C. Sign-outs to the cafeteria should only be given during the first minutes of any study period, after attendance has been recorded.
- D. Only bathrooms on the cafeteria level may be used by students in the cafeteria. Study hall teachers will excuse only one student at a time to the bathroom from any study hall. Students must use the bathroom closest to your study hall unless otherwise specified.
- E. STUDENTS WHO WISH TO USE THE LIBRARY FOR INDIVIDUAL STUDY MUST REPORT FIRST TO THEIR STUDY HALL FOR ATTENDANCE. The opportunity to sign out for the library will be distributed in study halls at the teacher's discretion.
- F. No students will be permitted in the academic corridors during class time without **written permission** from a faculty member. Students must secure this permission **before** study hall. Students having a pre-signed pass must report to their study hall teachers before going to the teacher issuing the pass.
- G. A student's privilege to sign out from study hall will be revoked for failure to meet these responsibilities: poor academic performance, disciplinary problems, or poor attendance.
- H. Students who fail 2 or more subjects per quarter may be restricted to study halls until the next report period. Students who are disciplinary problems may be placed at any time on restricted privileges.
- I. Students on the restricted privileges list for academic or non-academic reasons will report to study hall for attendance check and work. Tardiness and/or failure to bring academic work to study hall will result in extended loss of privileges and further disciplinary action. Teachers must enforce this regulation and other study hall rules.

Tardy To Class

Students are expected to be on time to each class. If tardy, a student is expected to produce a pass, provided by a school staff member or administrator, which excuses the tardy condition. The 1st and 2nd unexcused tardy recorded

by a teacher may result in, but are not limited to, a reprimand, teacher detention, and consequences resulting in a lowering of the class participation grade. Upon a student's 3rd unexcused tardy to a class the teacher may submit a referral to the assistant principal for administrative action, which may include, but is not limited to, after-school detention, lunch detention, loss of student privileges, loss of participation in school-sponsored activities, and In-School Suspension (ISS), depending on the frequency of the occurrence.

Tardy to School

Students are expected to arrive at school and give themselves enough time to organize, plan their day, and be in attendance at their first scheduled class on time. Students arriving as an unexcused tardy to school will be provided with a pass marked as "unexcused," in which case teachers will treat them as tardy to class. If a student's tardiness to school becomes repetitive, the student may be referred to an administrator by the attendance office before admittance to class is permitted. Students who are referred to administration may receive disciplinary action that may include, but is not limited to, after-school detention, lunch detention, loss of privileges, loss of participation in school-sponsored activities, and In-School Suspension (ISS), depending on the frequency of this behavior.

Textbooks

Textbooks are supplied by the school district. If a textbook is not returned at the end of the course, the student will be required to pay for the book before receiving his/her final report card. Students are responsible for stolen textbooks unless the books stolen were adequately secured (secured locker) and reported immediately as stolen property in the main office.

Students should report the loss of a textbook to the teacher as soon as he/she realizes it is missing. Anyone who finds a book should turn it in to Lost and Found at the main office.

Students should be aware that they will not be eligible to participate in graduation ceremonies unless all accounts have been cleared, including returning or replacing lost textbooks and library books.

Vandalism and Destruction of Property

Bathrooms and Locker Rooms

Consideration of the rights of others involves leaving a facility neat and clean. Students are encouraged to use the bathroom between periods. No students should leave a classroom for the bathroom except in an extreme emergency. The locker rooms are **off limits** to all students except when changing for gym or sports or when otherwise supervised. Students may not loiter in bathrooms or locker rooms before, during, or after school hours.

All taxpayers are legally required to pay taxes that build and maintain this school. Therefore, any damage done to this building, equipment, buses, or books must be paid for by each student.

Anyone found deliberately damaging school property may be suspended or otherwise disciplined, and that student will be held responsible for expenses accrued in restoring the property. Students may also be required to repair damage they have caused.

Technology Procedure 2019-2020

Permitted Cell Phone Devices may be used:

- Outside the hours of 7:25AM – 2:04PM – throughout the building
- Study Halls 1st – 9th Periods - students must be engaged in academic activity and devices may only be used for music
- In the cafeteria during the student's scheduled lunch period

Cellular Phones

The use of cellular phones must be done in a courteous manner. Cell phone use may not distract or detract from the learning environment of others. Under no circumstance may cell phones or such communication devices be used in a classroom or other area including, but not limited to, hallways, stairwells, lobbies, restrooms, locker rooms and offices except as noted below. **Cell phones must remain off and placed away in a backpack or handbag outside the allowable time as defined below.** These devices may not be used during passing times between class periods, in bathrooms and offices. Such technology must be turned off before students advance from the permitted areas/times. Students who need to make or receive calls must report to the Main Office.

Cell Phones may be used only as follows:

1. In Study Halls solely as a music device. Students may not text other students in class/study halls and students may not make calls from their cell phones at any time during the school day.
2. In the cafeteria during the student's scheduled lunch period, students are permitted to use cell phones to listen to music via earphones or earbuds, for internet access, and for texting only. Students may not text other students in class/study halls and students may not make calls from their cell phones at any time during the school day. Students accessing the internet must adhere to the District's Technology Policy.

A violation of this policy may result in disciplinary consequences, up to and including revocation of a student's right to use cell phones on District property.

Acceptable Use Policy 6470

Technology and Networks

Board Policy

The Spackenkill Union Free School District, or SUFSD, provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by SUFSD teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

The SUFSD uses a filtering system to track and monitor all computer and Internet use on the school network. The system is designed to prevent access to educationally inappropriate sites. It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

Below are examples of online conduct that may constitute not only a violation of school policy may also be a violation of federal and/or state criminal laws relating to cyber crimes:

- **Criminal Acts:** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.
- **Libel Laws:** Publicly defaming people through publishing material on the Internet, email, etc.
- **Copyright Violations:** Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

By signing the Acceptable Use Policy, staff, students and parents/guardians acknowledge the following rules and conditions:

- I understand that the use of the school network and email is a privilege, not a right.
- I understand that my school network and email accounts are owned by the district and are not private. The district has the right to access my information at any time.
- I understand that SUFSD administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- I will use technology in a manner that complies with laws of the United States and the State of New York.
- I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.

RESPONSIBLE USE:

1. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT. I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.

2. I AM RESPONSIBLE FOR MY LANGUAGE. I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators

3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.

4. I AM RESPONSIBLE FOR MY USE OF THE SPACKENKILL SCHOOLS NETWORK. I will use SUFSD computer resources responsibly. I will not search, retrieve, save, circulate or display discriminatory, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any SUFSD computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the SUFSD network for illegal or commercial activities is prohibited.

5. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES.

I understand that what I do on social networking websites should not disrupt the school learning environment and/or my fellow students, teachers and administrators.

6. I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE.

I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE SCHOOLS' NETWORK.

I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing any software including file sharing, shareware, or freeware on school computers.

8. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY.

I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school

9. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE.

I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

10. I AM RESPONSIBLE FOR WHAT I POST ONLINE.

I will follow all guidelines set forth by the SUFSD and/or my teachers when publishing anything online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I am aware that this applies whether I'm using a District owned device or a personal device on the school network. I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number, or school. I will not post photos of people with their first and last names on any online site, including but not limited to: blogs, Facebook, Instagram unless I have the express permission of a District administrator.

Take Home Devices Issued To Students

Purpose

The devices will provide students with access to educational materials that will help them be successful. The devices allows students access to Google Apps for Education, educational web-based tools, as well as many other useful sites and resources. The device is an educational tool not intended for gaming, social networking, or high end computing. Administrators and the Director of Technology retain the right to request that a Chromebook be returned, repaired, or inspected at any time, for any reason. The devices are the property of the Spackenkill School District.

Students are expected to properly care for technology assigned them by the district and follow these guidelines:

- Students are expected to charge their devices each night and bring them to school.
- Devices that are broken, or fail to work properly, must be taken to the computer lab or main office as soon as possible so that any issues can be diagnosed and fixed.
- No food or drinks are allowed next to your device.
- Cords, cables, and removable storage devices must be inserted carefully into the proper ports.
- Never transport your device with the power cord plugged in.
- Students should never carry Chromebooks while the screen is open.
- Vents should not be covered. Vents allow for cooling of the device to prevent overheating. The Chromebook cases allow for airflow under the Chromebook itself and will not overheat. They should be left in their cases at all times. The charging port is accessible when the case is unzipped. They can be charged while in the case.

- All devices must have a Spackenkill School District inventory tag on them at all times and this tag must not be removed or altered in any way.
- Attempt not to subject the devices to temperature extremes, such as when left in a car.
- Attempt not to leave your Chromebook unattended.
- ALL REPAIRS must be completed by district technology department staff

End of Year

All students and 10-month staff are required to turn in all devices including but not limited to laptops, chromebooks, Macbooks, and iPads at the end of every school year. Staff members are

permitted to sign out a device for summer use with prior notice. Any devices requested over the summer will be inspected, inventoried, and updated first and given priority. Staff will be notified when their device is ready for pickup.

COPPA Compliance

Dear Parents/Guardians of school-aged children under the age of 13,

In order for the district to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require parental notification and signature as outlined below.

Our district utilizes several computer software applications and web-based services, operated not by this school, but by third parties. These include Google Apps for Education (GAFE), Prezi, and similar educational programs. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and school email address, must be provided to the web site operator to create an account. Your student will receive a Google email account to participate in the Google Apps for Education program used by Spackenkill Schools. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit

<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. This form when completed below and on file with the district will constitute consent for our schools to provide basic personal identifying information for your child.

Please review the Acceptable Use Policy and sign the form below.

Parent or Guardian:

As the parent or guardian, I have read the SUFSD Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes only and that student information may be shared with 3rd party vendors. I recognize it is impossible for SUFSD to restrict access to all inappropriate materials and I will not hold the school responsible for materials acquired on the school network.

I hereby give permission for my child to use technology and online resources at Spackenkill Union Free School District. Please have your child read & sign the student section below.

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____

Date _____

Students: (Grades 3 thru 12)

I understand and will obey the rules of the Spackenkill Schools Acceptable Use Policy. I will use school technology resources productively and responsibly for school-related purposes. I understand that consequences of my actions could include possible loss of computer privileges, and/or school disciplinary action as stated in the Code of Discipline, and/or prosecution under state and federal law.

Student Signature: _____ Print name: _____

Date _____

Staff:

I have read and understand the SUFSD Acceptable Use Policy. I understand that computer access is provided for educational purposes and that my use for any other purpose is inappropriate. I understand that consequences of my actions could include possible loss of computer privileges, and/or disciplinary action as provided under state law or any relevant collective bargaining agreement, and/or prosecution under state and federal law.

Staff Signature: _____ Print name: _____

Date: _____

Co-Curricular and Athletic Procedures

Clubs and Organizations

Spackenkill High School provides many varied opportunities for students to get involved and stay connected in school. We do this by offering a variety of co-curricular activities, clubs, interscholastic and intramural sports, musical programs, drama productions, leadership opportunities, and various community service events. We encourage each student to take advantage of these opportunities. Students do not need to be a member of a club to participate in its programs. There are also many school-wide events, such as the All Class Basketball Challenge each spring. Additionally, students enjoy special class events like the junior and senior proms, the sophomore semi-formal, and the end-of-year trips to Great Adventure. The daily announcements read over the public address system in the morning will give details about the upcoming events. There are also posters and bulletin boards throughout the school that advertise special events and class and club happenings and inform students about how to sign up and any related costs.

The Spackenkill Student Government (SGO) serves as a liaison between the students and members of the administration and the faculty. The SGO represents all the clubs and classes in the school and is responsible for coordinating the high school activity calendar each year. The president of each club and each class shall serve on the SGO. In the spring of each year, the freshman, sophomore, and junior classes elect their class officers, as well as their 5 SGO representatives, to serve them the following year. Any student interested in running for SGO or class officer elections must be in good standing with the school administration and must submit a petition completed by 25 students in their class. Elections for the school SGO officers are held in the fall of each year and officers serve that year only. The list of the current Board-approved clubs and their advisors for the 2018-2019 year follows:

CLUB	ADVISOR
Art/Literary Club	Mr. Romani
Central Treasurer	Mrs. Hourahan
Chess Club	Mr. Bromsey
Computer Club	Mrs. Fletcher
<i>Contrast</i> (school newspaper)	Mrs. Fahy/Mrs. Girard
Current Events Club/Debate	Mrs. Terri Tucci
Drama Club	Mr. Vander Linden/Mr. Maiorana
Environmental Club	Ms. Franzik
FAIHR Club	Mr. Mosca/Mr. Daley
French Club	Mrs. Hart
GSA	Ms. Huczel/Ms. Maguire
Intramurals	Mrs. Johnson/Ms. Huczel/Mr. Neise
Jazz Band	Mr. Catanzaro
LEO Club	Mr. Hammond
Math League	Ms. Pupko
Musical Director-Spring Musical	Mr. Catanzaro
National Honor Society	Mrs. Tremblay
Peer Mediation	Ms. DeFreest
<i>Pegasus</i> (literary magazine)	Mr. Romani
PEP Band	Mr. Catanzaro
Photography Club	Mrs. Fahy/Mrs. Girard
SADD	Mrs. Baker/Mrs. Nardis
School Store	Mr. Rogers
Science Club	Mr. Herman/Mrs. Franzik /Mrs. Prisco
Ski Club	Mrs. Tremblay
Student Government	Mrs. Klein
Yearbook	Mrs. Stong/Mrs. Pisano
Youth Against Racism	Mr. DeSouza

Class Advisors 2019-2020

Freshman Class	Mrs. Fahy/Mrs. Oakley
Sophomore Class	Mrs. Bogdan/Mrs. Olschan
Junior Class	Ms. DeFreest/Mrs. Stong
Senior Class	Ms. Girard/Mr. VanHorne

Complete lists of all clubs and the class officers are posted in homeroom in the fall. If a group of students wish to organize a club, they may do so by securing a faculty advisor, writing a constitution, and submitting the required information first to the SGO for endorsement, then to the administration for Board approval.

School Publications

The recognized publications at Spackenkill High School are:

Spack News, an electronic student newspaper published periodically throughout the year;

Kaleidoscope, the yearbook, published annually by the yearbook staff and sold at a cost equal to the expenses; and
Pegasus- Art & Literary Magazine .published yearly

Students are urged to volunteer their time and energy in creating these publications.

National Honor Society

Criteria for selection of members:

- A. To be eligible for membership, a candidate must be a member of the sophomore, junior, or senior class. Freshmen are not eligible. Candidates must have been in attendance at the school the equivalent of one semester.
- B. All candidates must have achieved a **cumulative average** of 87.5 or higher. The cumulative average is not the weighted average used for ranking purposes. Physical Education grades are not included.
- C. In addition to the scholastic average qualification, candidates must display:
 - 1. Leadership and participation in various school activities.
 - 2. Leadership and participation in community service.
 - 3. Character - Traits such as integrity, honesty, and responsibility.

These specific qualities are valued equally to grades.

- D. The Faculty Council will meet to vote on the proposed members. Decision will be reached by a majority vote.
- E. The National Council and the National Association of Secondary School Principals (NASSP) shall not review the judgment of the Faculty Council regarding the selection of individual members to the local chapters.
- F. Upon acceptance into the National Honor Society, students are expected to adhere to the same criteria that determined their selection into the organization.

Student Fundraising

All student fundraising activities must be approved by a faculty sponsor who agrees to be in charge of the activity. Each fundraising activity for classes and clubs must be presented to SGO, endorsed by the administration, and have a date reserved in the activities calendar prior to the activity. Only recognized school-sponsored organizations may conduct fundraising activities at the high school, unless it is approved by the district administration. All clubs and classes elect a student treasurer, who must complete the mandatory treasurer's training and attend meetings throughout the year. Treasurers are responsible, with their advisor, for keeping accurate accounting records of all student funds. All student funds must be stored in the school safe and deposited within 48 hours of a fundraising event.

Interscholastic Sports

All students who participate in interscholastic sports must have a valid physical exam on file with the school nurse.

SPORTS AND SEASONS FOR 2019-2020:

FALL:

Boys' Soccer: Varsity, JV, and Modified
 Boys' and Girls' Cross Country: Varsity and Modified
 Girls' Tennis: Varsity
 Cheerleading: Varsity
 Field Hockey: Varsity
 Football: Varsity, Modified A
 Girls' Volleyball: Varsity, JV, and Modified
 Boys' Golf: Varsity
 Girls' Soccer: Varsity, Modified

WINTER:

Boys' Basketball: Varsity, JV, and Modified
 Girls' Basketball: Varsity, JV, and Modified
 Cheerleading: Varsity
 Boys' Indoor Track: Varsity
 Girls' Indoor Track: Varsity

SPRING:

Boys' and Girls' Crew: Varsity and Novice Club Team
 Baseball: Varsity, JV, and Modified
 Softball: Varsity, JV, and Modified
 Boys' and Girls' Track: Varsity and Modified
 Boys' Tennis: Varsity

Intramurals

SHS offers a variety of intramurals as well as the opportunity and the ability to use the weight room throughout the school year. These programs run after school from 2:10- 3:00 and may include such programs as table tennis, badminton, floor hockey, basketball, etc. Students often organize their own teams, or the faculty advisors will create team rosters. Listen for the announcements and sign up with the advisors.

Academic Eligibility for High School Activities (BOE POLICY #5129)

The Academic Eligibility policy has been designed to establish standards for high school participation in athletics and all club activities, consistent with our first and most important mission – academic success. The policy is intended to foster standards that elevate student effort and reward consistent performance. Because we recognize that these activities are a focus of community and school pride and that studies show that they are benchmarks for predicting success in later life, we want them to remain inherently educational and supportive of our school's academic mission. Academic excellence in our school is an important goal. We view this policy as a motivational tool, providing incentives for students to work harder and emphasizing the proper priorities. Any student in grades 7 – 12 who participates in the following high school activities will be subject to the academic eligibility standard: Drama, Student Government, Debate, all interscholastic sports and all extracurricular activities and clubs that meet at least 3 hours per week.

Students who are failing 1 course at:

5 weeks, quarter or final grade - The students could practice and play as long as they:

1. Attended a daily study hall/remediation session. Failure to attend any one session would make them automatically ineligible to compete for 1 week.
2. They would remain in the daily study hall/remediation sessions for 5 weeks.

Students who are failing 2 courses at:

5 Weeks – They would be ineligible until 1 grade was raised to passing. They could still practice with the team, but could not play until the improvement stated above was made. At that time, they would be placed in the category of “1 failure” students. Grade checks will be done on a weekly basis at the conclusion of each week.

Quarter – They would be ineligible for 2 weeks, during which time they could practice but not compete. After the 2nd week, the students could both practice **and** compete provided:

1. The students attended extra help sessions (would have to attend for 5 weeks).
2. A weekly check was done to determine the grade averages in their classes during the 5 weeks. If it were determined that the students were failing 2 or more classes, they would be ineligible to compete for the remainder of the 5 weeks (until the next grade check for 5 week or quarter grades). Grade checks will be done on a weekly basis at the conclusion of each week.

** Students may only stay in this category for 5 weeks. If after 5 weeks they are still failing two, they will be removed from the team.*

Students who are failing 3 or more courses:

Students would be removed from teams, but would be referred to appropriate school personnel for assistance. They could return to the team at either 5 weeks or quarter, provided they are failing 2 or fewer.

Final grades:

They would be treated the same as a student failing at the quarter and would be used to determine eligibility for fall sports. Summer school grades would be used to remove failures.

Appeals Process:

1. A student, parent or coach/advisor may appeal the status of a participant to a committee composed of the guidance counselor of the student, two faculty members, the athletic director and the dean of students. If the teacher on the committee has the student in class, he/she may be asked to disqualify him/herself. The principal will select the faculty members. The appeal must be made to the committee in writing no later than 48 hours after notification of ineligibility. Every effort will be made to hear the appeal within 24 hours. Determination of the appeal will be made by the majority vote of the committee.
2. A subsequent appeal may be lodged in writing to the principal.

Approved by Board of Education: May 4, 2000

District Policies and Notifications

Code of Conduct/District Discipline Policy

Philosophy

The Spackenkill Union Free School District Board of Education believes that order and discipline are essential to an effective educational program and that everyone in the school community must play a role in contributing to an orderly environment. Further, this orderly environment requires a code of discipline that clearly defines individual rights, responsibilities, and categories of unacceptable behavior and provides for appropriate disciplinary options and responses. The very spirit of this policy insists that the educational welfare of an individual student and of the larger school community shall be determinate.

Finally, the Spackenkill Union Free School District encourages the administration of such a policy in a way that is fair, firm, reasonable, and consistent with proper due process procedures and in compliance with provisions of federal, state, and local law, as well as with the guidelines, rules, and regulations of the New York State Commissioner of Education and the New York State Board of Regents.

I. Bill of Rights and Responsibilities of Students

e student's right to:	e student's responsibility to:
A. attend school in the district in which he/she is a legal resident;	A. attend school daily, except when ill or absent for legitimate reasons, and be on time to all classes;
B. be taught by competent and qualified teachers in a proper educational setting with appropriate materials;	B. take full advantage of all instructional activities and work to the best of his/her ability to gain an education;
C. dress and express him/herself in such a way as guaranteed by the Constitution of the United States and the State of New York;	and express him/herself in such a way so as not to endanger or interfere with the physical health or safety of him/herself or others; or convey an obscene, lewd, vulgar, indecent, or plainly offensive message likely to cause a material and substantial disruption of school activities; or be a distracting influence to others; and so as not to infringe upon the rights of other students to gain an orderly education;
D. expect the school to be an orderly place without unreasonable distractions for all students;	be aware of and obey all rules and regulations regulating student behavior and conduct him/herself in accordance with these guidelines;
E. be afforded appropriate due process with regard to the students's rights and in the event disciplinary actions are brought against him/her;	E. be aware of and obey all rules and regulations regulating student behavior and conduct him/herself in accordance with these guidelines;
F. be afforded equal opportunity to participate in extracurricular activities, such as interscholastic athletics, field trips, and school clubs;	maintain academic and behavioral standings to qualify for participation in extracurricular activities;

G. have his/her records available for inspection by his/her parents or legal guardian upon request or by him/herself if 18 years of age or older;	ware of right to access and guidelines governing such access;
H. be free from unreasonable intrusion upon his/her person or property by school personnel;	ware of actions that constitute serious and dangerous wrongdoing for which school personnel may intrude upon his/her person or property;
I. be respected as an individual and free from discriminating practices and, therefore, entitled to his/her civil rights.	nstrate respect and appreciation for the dignity and integrity of all; treat staff, students, and visitors civilly and with respect; and refrain from any practice discriminating against students, faculty, and other school district employees.

II. Code of Student Conduct and Discipline

Introduction

The Spackenkill Union Free School District Board of Education recognizes that students do not surrender their civil rights or in fact any right of citizenship or residence as they enter and pursue an education in our schools. The district further recognizes that students are not entitled to any special rights not enjoyed by all citizens or residents of a comparable age.

Therefore, it is understood that necessary rules and regulations must be established to ensure the educational welfare of all students. It is the responsibility of all students to know and abide by all rules and regulations concerning student conduct.

It is the responsibility of administrators and teachers to try to make sure that students meet and follow these rules and regulations and recognize these responsibilities as reasonable and fair and work toward embracing them.

Students may be held accountable and disciplined for their conduct when on school property or at school functions, and, when not on school property, where the conduct bears a nexus to the safety, morals, health, or welfare of individuals in the school community, during the course of transportation, or at or near bus stops. Students who are violent or disruptive (as those terms are defined in the New York Education Law and/or Rules and Regulations of the Commissioner of Education) or who engage in conduct that is disorderly; insubordinate; endangers the safety, morals, health, or welfare of the student or others; or endangers property as indicated by, but not limited to, the examples below, may be subject to detention, removal from the classroom, or suspension from attendance upon instruction, transportation, participation in interscholastic athletic programs, or school functions, as set forth below:

- a. causing public inconvenience, annoyance, or alarm or recklessly creating a risk thereof;
- b. committing an act of violence upon a teacher, administrator, or other school employee;

- c. committing, while on school district property, an act of violence upon another student or any other person lawfully upon school property;
- d. possessing, while on school district property, a gun, knife, explosive or incendiary device, or other dangerous instrument capable of causing physical injury or death;
- e. displaying, while on school district property, what appears to be a gun, knife, explosive or incendiary device, or other dangerous instrument capable of causing physical injury or death;
- f. threatening, while on school district property, with what appears to be a gun, knife, explosive or incendiary device, or other dangerous instrument capable of causing physical injury or death;
- g. attempting, while on school district property, to use any instrument that appears capable of causing physical injury or death;
- h. knowingly and intentionally damaging or destroying the personal property of a teacher, administrator, other school district employee, student, or any person lawfully upon school district property;
- i. knowingly and intentionally damaging or destroying school district property;
- j. substantially disrupting the educational process or substantially interfering with the teacher's authority over the classroom;
- k. making unreasonable noise;
- l. using abusive or obscene, lewd, vulgar, or plainly offensive language or gestures;
- m. disturbing any lawful assembly or meeting on school property;
- n. obstructing vehicles or pedestrian traffic;
- o. unauthorized and/or reckless driving on campus;
- p. wearing attire that endangers or interferes with the physical health or safety of any person lawfully on school property, or conveys an obscene, lewd, vulgar, indecent, or plainly offensive message likely to cause a material and substantial disruption of school activities;
- q. failing to comply with the reasonable direction of a teacher, administrator, or other school employee;
- r. willful disobedience;
- s. disruptive conduct on school property, other than in the classroom, or at school functions;
- t. selling or attempting to sell, using or possessing, or coming onto school property, or coming to any school function, while under the influence of alcohol, drugs, synthetic cannabinoids, or other controlled substances;
- u. selling or attempting to sell, using, or possessing drug paraphernalia;
- v. selling, using, or possessing obscene, lewd, vulgar, or plainly offensive materials;
- w. gambling;
- x. violating the civil rights of other students;
- y. stealing;
- z. extortion;

- aa. forgery;
- bb. hazing;
- cc. engaging in lewd behavior;
- dd. vandalism;
- ee. unauthorized entry on school property, including but not limited to school grounds, buildings, classrooms, and vehicles, during or after school hours;
- ff. arson or attempted arson;
- gg. lateness for, missing, or leaving school or class without permission or excuse;
- hh. cheating or permitting others to cheat on tests or other assignments;
- ii. intended plagiarism;
- jj. conduct violations of any other Board policies, rules, or regulations;
- kk. conduct for which criminal sanctions and penalties may be imposed under state, federal or local laws;

Range of penalties which may be imposed alone or in conjunction:

- a. verbal warnings;
- b. written warnings;
- c. written notification to parents or legal guardian;
- d. counseling;
- e. reprimand;
- f. probation;
- g. detention;
- h. time out;
- i. special assignments;
- j. suspension from transportation;
- k. suspension from athletic participation;
- l. suspension from social and extracurricular activities;
- m. suspension of other privileges;
- n. removal from the classroom;
- o. in-school suspension;
- p. out-of-school suspension — up to five (5) days;
- q. out-of-school suspension — exceeding five (5) days after Superintendent’s Hearing.

Note: Depending upon the nature of the violation and the student's prior record, student discipline shall be progressive from lighter to more severe punishment. This does not mean that students with different discipline histories or students involved in different violations cannot receive the same penalty. With regard to students with a disability, no penalty may result in a change of placement without a manifestation determination meeting.

Repeatedly disruptive students and violent students will be subject to an out-of-school suspension no less than three (3) days, subject to modification on a case-by-case basis based on the particular circumstances present.

Initiation of a Student Disciplinary Proceeding

Any teacher, administrator, student, or school district personnel may report a violation of the disciplinary code to the building principal. The principal shall investigate the charges as he/she deems appropriate and institute an informal

or formal hearing. A referral to the Committee on Special Education may be made as he/she deems necessary.

The building principal, or acting principal in the event the building principal is absent from school, and Superintendent of Schools are lawfully charged with the authority to suspend students for a period not to exceed five (5) school days in accordance with Section 3214 of the Education Law. For students who are suspended for up to five (5) school days, the person(s) in parental relationship to the student shall be notified in accordance with Part 100.2 of the Regulations of the Commissioner of Education and Section 3214 of the Education Law. Suspension in excess of five (5) days as above shall require a Superintendent's Hearing in accordance with due process procedures prescribed by Education Law.

Notwithstanding to the above any teachers or administrators may order detention for up to two (2) days for behavioral purposes without referring such cases to the building principal or designee, providing that the teachers or administrators give the student notice of the reason for the detention and an opportunity to discuss the facts behind it to justify the detention.

Teacher Removal of Students

Teachers will have the authority to remove disruptive students (as defined below) in accordance with the process described.

Definitions

1. **Disruptive Pupil** – One who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
2. **Removal** –Students are precluded from returning to the class from which they were removed.

Process for Removal

1. If student does present a danger or an ongoing threat of disruption to the academic process, removal can be immediate, but teacher must provide removed student an opportunity to present his/her version of the events within 24 hours of removal.
2. If student does not present a danger or an ongoing threat of disruption to the academic process then, before removal, teacher must provide student with explanation as to why he or she is being removed and an opportunity to present his/her version of the events.
3. Notification within 24 hours of removal: Parents must be notified by principal of removal and reasons for removal.
4. Informal conference: If pupil denies charge, opportunity for informal hearing must take place with parents, teacher, and principal within 48 hours of removal.
5. Principal's determination: Principal must make determination by close of business on the day following the informal conference to either uphold or reverse determination (determination can only be reversed if finding lacks substantial evidence, is inconsistent with Code of Conduct, a violation of law, or if conduct warrants suspension). The principal may designate a school district administrator (e.g., an assistant principal) to carry out the principal's functions in this regard. No pupil removed by a teacher may return until: (a) the principal or designee makes a final determination or (b) the period of removal expires,

whichever is less.

In the event of teacher removal of disruptive student in accordance with this Code of Conduct, continued educational programming will be provided during period of removal as soon as practicable. The type of continued educational programming will vary depending upon the student's individual needs, but may consist of, for example, study hall, in-school suspension, or other instruction as determined by the principal.

Discipline of Students with, or Suspected of Having, a Disability

Discipline of students classified as having, or suspected of having, a disability will occur in accordance with the IDEA and/or Section 504 of the Rehabilitation Act of 1973, as applicable. A description of the due process rights and procedures affecting students with, or suspected of having, a disability, when subject to discipline is set forth in Appendix A.

Referrals to Outside Agencies

When a student who is at least fourteen (14) years of age is suspended for possession on school property of a gun, knife, explosive or incendiary device, or other dangerous instrument capable of causing physical injury or death, the Superintendent of Schools shall refer such student to the appropriate local law enforcement officials.

A student who is less than fourteen (14) years of age and is suspended for possession on school property of a gun, knife, explosive or incendiary device, or other dangerous instrument capable of causing physical injury or death shall be referred by the Superintendent of Schools to the Dutchess County Attorney's Office for filing of a juvenile delinquency proceeding consistent with the provisions of Article 3 of the Family Court Act.

A student who is suspended for knowingly possessing an illegal drug on school property, or does not attend school in accordance with the provisions of part one of Article 65 of the education law, or is otherwise incorrigible, ungovernable, or habitually disobedient, and beyond the lawful control of school officials may be subject to the filing of a person in need of supervision proceeding consistent with the provisions of Article 7 of the Family Court Act. A student with a disability may, in appropriate circumstances, be subject to the filing of a person in need of supervision proceeding consistent with the provisions of Article 7 of the Family Court Act, provided that the purpose for filing such a proceeding is not to seek a change in placement of the student, unless the district's Committee on Special Education has recommended that a person in need of supervision proceeding be instituted.

See also Section III (5) (e) infra regarding when district officials will notify local law enforcement officials.

Reporting Incidents of Harassment, Discrimination, and Bullying

The Board of Education recognizes its responsibility to protect students from unlawful harassment, discrimination, and bullying while on school property. Students or staff who wish to report discrimination or harassment, including sexual harassment, should contact the district's Civil Rights Compliance Officers, Lori Mulford (845-463-7800) and Steven Malkischer (845-463-7820). Students or staff who wish to report an incident of bullying should contact the building's Dignity Act Coordinator, Traci Phillips, at 845-463-7822.

Roles of Stakeholders Implementing Appropriate Conduct on School Property

All stakeholders should assist students in maintaining a safe, supportive school environment, 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, which will strengthen students' self-concept and promote confidence to learn.

Teachers Teachers should familiarize themselves with the requirements of this Code, including their rights and responsibilities in the removal of disruptive students, referrals of “violent” students as defined in the Code, as well as reporting dangerous situations,

Administrators Administrators should review and familiarize themselves with their obligations under this Code, including their role in removal of disruptive students, procedures for dealing with “violent” students. as well as their role in enforcing the Code in a manner that will protect the safety and well-being of the various populations of the school while respecting individual rights:

1. requirements of the Code and for reporting dangerous students;
2. conduct in accordance with law, and review of, at least annually, the Code’s effectiveness and the fairness and consistency of its implementation.

Dignity Act Coordinators Dignity Act coordinators should oversee bullying prevention measures and address issues surrounding bullying in their buildings.

Parents Parents should recognize that education is a joint responsibility of parents and the school community and should familiarize themselves with the Code.

Students

It shall be the **right** of each student in the district to:

1. have a safe, healthy, orderly, and courteous school environment.
2. take part in all district activities on an equal basis regardless of race, sex, sexual orientation, national origin, or disability;
3. take part in student government activities unless properly suspended from participation pursuant to the district’s discipline policy;
4. address the Board on the same terms as any citizen of the district;
5. attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law.

It shall be the **responsibility** of each student in the school district to:

1. be familiar with, and abide by, all district policies, rules, and regulations pertaining to student conduct;
2. work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. conduct him/herself, when participating in or attending school-sponsored extracurricular events, as a

representative of the school district and, as such, hold him/herself to the highest standards of conduct, demeanor, and sportsmanship;

4. be in regular attendance at school and in class;

5. contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and property;

6. make constructive contributions to the school and to report fairly the circumstances of school-related issues.

7. familiarize him/herself with the Code.

III. Maintenance of Public Order

Application of Rules

These rules and procedures hereby adopted by the Board of Education shall govern the conduct of students, teachers and other school personnel, licensees, invitees, and other authorized visitors while on school property or at school functions. These rules are not intended to repeal, supersede, amend, or preclude any other rules and procedures relating to the same subject matter adopted by the Board of Education.

Prohibited Conduct

No person, either singly or in concert with others, shall:

a. willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act that he/she has a lawful right to do or to do any act that he/she has a lawful right not to do;

b. physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain;

c. willfully damage or destroy property of the school district or property under its jurisdiction, nor remove or use such property without authorization;

d. enter into any private office of an administrative officer, member of the faculty, staff member, or member of the Board of Education without permission, expressed or implied;

e. enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;

f. remain in any building or facility after it is normally closed, without authorization;

g. refuse to leave any building or facility after being required to do so by an authorized administrative officer, staff member, or member of the Board of Education;

h. obstruct the free movement of persons and vehicles in any place to which these rules apply;

i. deliberately disrupt or prevent the peaceful and orderly conduct of classes, study halls, lectures, and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers;

j. knowingly have in his/her possession upon any premises to which the rules apply any rifle, shotgun, pistol, revolver, or other firearm or weapon (such as, but not limited to, knives, dangerous chemicals, explosives, or any object that is not necessary for school activities and that could be read as a weapon) without the written

authorization of the Superintendent, building administrators, or a designee, whether or not a license to possess the same has been issued to such person.

It is the intent of the Spackenkill Union Free School District to comply with the regulations and requirements of the Gun Free School Act. Therefore, for the purposes of the Gun Free School Act and Policy of the Spackenkill Union Free School District, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code. It is further the policy of the Board of Education to include said weapons but not limited to those found in Section 5 of the policy.

- k. willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so;
- l. wear attire that endangers or interferes with the physical health or safety of any person lawfully on school property, or conveys an obscene, lewd, vulgar, indecent, or plainly offensive message likely to cause a material and substantial disruption of school activities;
- m. use abusive or obscene, lewd, vulgar, or plainly offensive language or gestures;
- n. commit an act of violence upon any person lawfully upon school property;
- o. possess a gun, knife, explosive or incendiary device, or other dangerous instrument capable of causing physical injury or death;
- p. display what appears to be a gun, knife, explosive or incendiary device, or other dangerous instrument capable of causing physical injury or death.
- q. threaten to use any instrument that appears capable of causing physical injury or death.
- r. attempt to use any instrument that appears capable of causing physical injury or death.
- s. sell, attempt to sell, use, or possess, or come onto school property or to any school function while under the influence of alcohol, drugs, synthetic cannabinoids, or other controlled substance;
- t. sell, attempt to sell, use, or possess drug paraphernalia;
- u. discriminate, which includes the use of race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight, or disability as a basis for treating another in a negative manner.
- v. bully another student, which is generally repeated negative, abusive, and/or aggressive behavior (verbal, physical, cyber, and/or relational). It is intentional with the purpose of causing physical or emotional harm and involves a real or perceived imbalance of power.

Penalties

A person who violates any of the provisions of these rules shall:

- a. If he/she is a licensee or invitee, or other authorized visitor, have his/her authorization to remain upon school property, or at a school function, withdrawn and be directed to leave the premises. In the event of his/her failure or

refusal to do so, he/she shall be subject to ejection and possible referral to local law enforcement officials for the filing of a criminal complaint.

b. If he/she is a trespasser or unauthorized visitor, be subject to ejection and possible referral to local law enforcement officials for the filing of a criminal complaint.

c. If he/she is a student, be subject to such disciplinary action consistent with the terms and conditions of the Code of Student Conduct and Discipline.

d. If he/she is a teacher or administrator having a probationary or permanent appointment, be subject to discipline, up to and including termination, consistent with the procedures authorized pursuant to the Education Law and the terms and conditions of the applicable collective bargaining agreement.

e. If he/she is a member of the non-teaching and administrative staff, protected by the provisions of Section 75 of the Civil Service Law, be subject to discipline, up to and including termination, consistent with the procedures authorized pursuant to the Civil Service Law and the terms and conditions of the applicable collective bargaining agreement.

f. If he/she is a staff member other than one described in subparagraphs (d) and (e) above, be subject to discipline, up to and including termination, consistent with the terms and conditions of the applicable collective bargaining agreement, if any, and under such laws as may apply.

Procedure

a. The Superintendent, building principal, or his/her designee shall inform any licensee or invitee who shall violate any provisions of these rules that his/her license or invitation is withdrawn and shall direct him/her to leave the school grounds or other property of the district. In the event of his/her failure or refusal to do so, such designee shall cause his/her ejection from such school grounds or property.

b. In the case of a trespasser or other unauthorized visitor, the Superintendent, building principal, or his/her designee shall cause such person to be ejected from school grounds or other property of the district.

c. In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and determined in the manner established by any applicable state and/or federal law or regulation and the Code of Student Conduct and Discipline for the disposition of such charges.

d. In the case of a teacher or administrator having a probationary or permanent appointment, charges of misconduct in violation of these rules shall be made, heard, and determined in accordance with the procedures authorized pursuant to the Education Law and the terms and conditions of the applicable collective bargaining agreement.

e. In the case of any staff member who holds a position in the classified civil service, described in Section 75 of the Civil Service Law, charges of misconduct in violation of these rules shall be made, heard, and determined as prescribed in the Civil Service Law and the terms and conditions of the applicable collective bargaining agreement.

f. Any other staff member who violates any provision of these rules may be disciplined, up to and including termination, consistent with the terms and conditions of the applicable collective bargaining agreement, if any, and under such laws as may apply.

Enforcement Program

a. The Superintendent, building principal, or a designee shall be responsible for the enforcement of these rules and he/she shall designate the other administrative officers who are authorized to take action in accordance with these rules when required or appropriate to carry them into effect.

b. It is not intended by any provision herein to curtail the right of students, faculty, or staff to be heard upon any matter affecting them in their relations with the school district. In the case of any apparent violation of these rules by such persons, which, in the judgment of the Superintendent, building principal, or a designee does not pose any immediate threat of injury to person or property, such designee may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so such designee shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the school district, where their continued presence and conduct is in violation of these rules.

c. In any case where violation of these rules does not cease after such warning and in other cases of willful violation of these rules, the Superintendent, building principal, or a designee shall cause the ejection of the violator from any premises that he/she occupies in such violation and shall initiate disciplinary action as hereinbefore provided.

d. The Superintendent, building administrator, or a designee may apply to the appropriate law enforcement officials for any aid that he/she deems necessary in causing the ejection of any violator of these rules and he/she may request school district counsel to apply to any court of appropriate jurisdiction for any injunction to restrain the violation or threatened violation of these rules.

e. The Superintendent, building principal, or his/her designee shall notify the Town of Poughkeepsie Police Department and report all code violations that constitute a crime (misdemeanor or felony) under New York State Law.

All Code of Conduct violations that also constitute violations of applicable criminal codes (except those that substantially affect the order or security of the school)* will be handled pursuant to the following procedure:

1. The Superintendent, building principal, or his/her designee shall conduct an investigation of the incident.
2. The Superintendent, building principal, or his/her designee shall, after consulting with the district's attorneys, if appropriate, make a determination of whether the Town of Poughkeepsie Police Department and the SRO should be notified of the incident.
3. If the incident is reported to the police department, the notification will include a request that police immediately begin an investigation into the criminal code violation.
4. After the consultation with the appropriate law enforcement agency, district officials will, to the extent practical under the circumstances and as otherwise consistent with applicable laws, assist the police in their investigation, including, but not limited to, filing a criminal complaint or supporting a deposition.

* Those conducts that substantially affect the order or security of the school must be reported to the Town of Poughkeepsie Police Department immediately or as soon as practical and safe.

IV. Non-Discrimination and Anti-Harassment in the School District

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide an environment that is free of harassment and discriminatory conduct as required by federal and state law.

The Board prohibits and condemns all forms of discrimination and harassment on the basis of the protected classes described below by employees, school volunteers, students, and non-employees, such as contractors and vendors, as

well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the district.

For employees the Board prohibits and condemns all forms of discrimination and harassment on the basis of the following protected classes: race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, predisposing genetic characteristics, genetic information, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.

For students, the Board prohibits and condemns all forms of discrimination and harassment on the basis of the following protected classes: race, national origin, gender, sexual orientation, or disability.

Sexual orientation is defined as heterosexuality, homosexuality, bisexuality, or asexuality, whether actual or perceived.

The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes. This policy of non-discrimination and anti-harassment will be enforced on school district premises and in school buildings; and at all school-sponsored events, programs, and activities, including those that take place at locations off school premises and in another state.

It is intended that this policy apply to the dealings between or among employees with employees, employees with students, students with students, employees/students with vendors/contractors and others who do business with the school district, as well as school volunteers, visitors, guests, and other third parties. All of these persons are hereinafter referred to collectively as "the named group."

For purposes of this policy, harassment shall mean communication (verbal, written, or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, predisposing genetic characteristics, genetic information, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status that:

- a. has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or is used as a basis for employment decisions (including terms and conditions of employment affecting such individual) and/or creates an intimidating, hostile, or offensive work environment;
- b. has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity; or creates an intimidating, hostile, or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit;
- c. otherwise adversely affects the employment and/or educational opportunities and benefits provided by the district.

Civil Rights Compliance Officer (Title IX/Section 504/ADA Compliance Officer)

The Civil Rights Compliance Officers are Dr. Lori Mulford and Steve Malkischer. The Civil Rights Compliance Officer(s) shall be appointed by the Board and shall be responsible for providing information, including complaint procedures, and for handling complaints relative to civil rights (e.g., Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990) for any student, parent, employee, or employment applicant.

Prior to the beginning of each school year, the district shall issue an appropriate public announcement that advises students, parents/guardian, employees, and the general public of the district's established grievance procedures for resolving complaints of discrimination based on sex or disability. Included in such announcement will be the name(s), address (es), and telephone number(s) of the Civil Rights Compliance Officer(s).

The Civil Rights Compliance Officer(s) shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, religion, national origin, political affiliation, sexual orientation, age, military status, veteran status, marital status, predisposing genetic characteristics, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.

Development and Dissemination of Administrative Regulations

Regulations will be developed for reporting, investigating, and remedying allegations of discrimination and harassment based on the characteristics described above. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Compliance Officer(s). Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of discrimination and harassment with all employees and students, express the district's condemnation of such conduct, and explain the sanctions for such conduct. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of, sensitivity to, and familiarity with the issues pertaining to discrimination and harassment in the schools; to enable employees to prevent and respond to discrimination and harassment; and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Special training will be provided for designated supervisors and managerial employees, as may be necessary, for the investigation of discrimination and harassment complaints. Furthermore, at least one staff member at every school will be 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.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The district's policy and regulations on non-discrimination and anti-harassment will be published in appropriate school publications (such as teacher/employee handbooks, student handbooks, and/or school calendars) and will be posted on the district's website.

This policy should not be read to abrogate other district policies and/or regulations or the district Code of Conduct prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within this district. It is the intent of the district that all such policies and/or regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities. However, different treatment of any member of the above named group that has a legitimate, legal, and non-discriminatory reason shall not be considered a violation of district policy.

V. Procedures for Early Identification and Resolution of Disciplinary Problems

The following procedure shall be employed to ensure that reasonable efforts are applied to early intervention in cases involving disciplinary problems.

New Entrant Screening

This procedure involves teachers, administrators, and/or guidance counselors, school nurse-teachers, speech therapists, parents, and other appropriate personnel. Previous academic/social adjustments and physical examination records will be reviewed. Where indicated, the school nurse-teacher will conduct a social history study of the child. The principal will ensure that all new students are so screened.

Child Study Team

This team includes teachers, administrators, parents, psychologist, school nurse-teachers, guidance counselors, and other specialists as needed. The Child Study Team will review all records pertaining to any case and will make recommendations to the classroom teacher for program modifications or for further referral. This may include, but not be limited to, referral to appropriate outside human service agencies.

Committee on Special Education (CSE)

The Committee on Special Education, acting upon the referral of a teacher/administrator, will gain the cooperation of the parent, provide necessary testing data, and will convene a meeting to determine the least restrictive educational placement for each child referred to it. This placement could be at a local school level with little program modification, a self-contained special education class or, in serious cases, in institutional/residential settings. In appropriate circumstances, the CSE may refer the student to appropriate, outside human service agencies.

It shall be the responsibility of the Chairperson of the CSE to assure the Superintendent that students with disabilities are placed in appropriate educational programs. If the student's conduct becomes disruptive to the point that it interferes with the reasonable right of other students, the CSE shall modify the student's individual educational plan to ensure that the student continues to receive proper instruction without obstructing the rights of other students.

Classroom and Building Instructional Personnel

Nothing in the foregoing procedure shall prevent the classroom teacher(s) or building principal(s) from taking whatever other steps they deem necessary, which lies within their responsibilities, for the early identification and resolution of disciplinary problems. This may include, but not be limited to, referral to appropriate, outside human service agencies. Their sound professional understanding of child and adolescent behavior and development is a key to effective resolutions of behavioral problems.

VI. Alternative Educational Programs Appropriate to Individual Student Needs

The Spackenkill Union Free School District Board of Education recognizes that students have special needs that must be met. The following is a list of alternative educational programs that can promote student accomplishment in ways other than the traditional classroom:

- a. math, science, social studies, reading and writing remedial assistance at all appropriate grade levels at all schools;
- b. extended resources — Committee on Special Education, i.e., resource room;
- c. BOCES — self-contained special education programs;
- d. BOCES — occupational high school programs;
- e. Gifted and Talented Programs — elementary schools;
- f. Advanced Placement and Honors Programs — high school;
- g. Bridge Programs — high school/college cooperative courses leading to undergraduate credit;
- h. other programs deemed by the school to meet the individual needs of a student.

VII. Guidelines and Programs for In-Service Educational Program to Ensure Effective Implementation of School District Policy on School Conduct and Discipline

1. Each school principal shall review the policy on School Conduct and Discipline before the opening of each school year, with the entire teaching and non-teaching staff of each school.

2. A copy of the School Conduct and Discipline policy shall be posted in each school office and each faculty room for reference.
3. A copy of the School Conduct and Discipline policy shall be given to each teacher yearly either in the teacher's handbook or in flyer format.
4. The Student Conduct and Discipline policy shall be included in the student handbook for all students yearly.
5. Classroom/homeroom teachers in grades K - 8 will review the policy on School Conduct and Discipline once yearly with all students on an appropriate level.
6. High school class orientation will include yearly review of the policy on Student Conduct and Discipline.
7. A summary of the Code of School Conduct and Discipline shall be distributed to all students at a general assembly held at the beginning of the school year in each school building within the district.
8. Copies of the Code of Student Conduct and Discipline will be made available to persons in parental relation to students at the beginning of each school year. The district shall also mail a plain language summary of the Code of Student Conduct and Discipline to persons in parental relation to students before the beginning of each school year and make it available thereafter upon request.
9. Copies of the Code of Conduct shall be on the district website to ensure community awareness of its provisions; a hard copy will be mailed to any individual who requests it.
10. Copies of the Code of Conduct will be distributed to all non-school organizations that apply to use school district facilities pursuant to the district's policy and procedures governing the use of facilities pursuant to Section 414 of the Education Law.
11. Copies of the Code of Conduct will be provided to all vendors that must enter upon school district property. A provision will be included in all school district contracts whereby the vendor acknowledges having received a copy of the Code of Conduct.

DISCIPLINARY PROCEDURES FOR STUDENTS SUSPECTED OF AND/OR PREVIOUSLY IDENTIFIED AS HAVING A DISABILITY

When can a student's placement be changed?

1. If a student violates the school's discipline code, the school may change a student's placement to an interim alternative educational setting for up to forty-five (45) school days in case of possession of drugs or weapons or upon a finding of "dangerousness" by a court or impartial hearing office. The school may suspend a student for not more than ten (10) school days in a school year to the same extent as a student without a disability.
2. The school district may change a student's placement to an interim alternative educational setting for up to forty-five (45) calendar days if:
 - a student brings a weapon to school or to a school activity;
 - a student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance (including synthetic cannabinoids) while at school or at a school activity.

The CSE will decide the nature of the setting.

3. The school district may seek an order from an IHO or a court to change a student's educational placement to an interim alternative educational setting for up to forty-five (45) calendar days if there is substantial evidence that a

student or others are likely to be injured if a student stays in the current placement. The IHO will decide the nature of the setting.

4. Upon expiration of the time a student may remain in the interim alternative educational setting, the student will return to his/her previous educational placement, unless the school district requests an IHO to order another placement or the student's parent/guardian and the district agree to another placement.

5. If the interim alternative setting is challenged before an IHO, the student's pendency placement remains the interim alternative educational setting until the duration of the interim alternative educational setting expires.

Disciplinary change in placement

1. If the district seeks suspension for more than ten (10) consecutive days or if there exists a pattern of suspension of more than ten (10) days in the aggregate, which (because of their length and proximity, as well as the overall number of days suspended) would constitute a change in placement, a CSE will be convened. This meeting will be to:

- decide whether the student's behavior that led to the disciplinary action is related to his/her disability (also called a manifestation determination),
- review or develop a behavioral intervention plan to address the student's behavior.

2. If the CSE decides that the behavior is related to a student's disability, no further disciplinary action will be taken. An interim alternative educational setting may be ordered in cases of drugs, or possession of weapons, or an order from an IHO or court with regard to "dangerousness"). Also, the family, guardian, and/or student and the school district may agree to a change of program or placement.

3. If the CSE decides that the behavior is not related to a student's disability, the school may discipline the student for that behavior as they would any other student in the school, but must continue to provide FAPE and IEP services.

Parents, guardians, and students have the right:

1. to be notified of the proposed disciplinary action and to have alternate instruction for a student in accordance with Section 3214 of the Education Law;
2. to continue FAPE and IEP services for a student during any period of discipline that exceeds ten (10) days;
3. to mediation or an impartial hearing if they disagree with the CSE's manifestation determination or placement recommendation.
4. to an expedited hearing to challenge a CSE decision that a student's behavior was not a manifestation of his/her disability.

Sexual Harassment Policy

Board Adopted
April 11, 1994
Last Revised

June 19, 2012

Harassment of employees and students on the basis of sex, gender, and/or sexual orientation is illegal and the district will strive to safeguard the rights of all employees and students within the district and to provide an environment that is free from all forms of sexual harassment.

Sex-based harassment can be comprised of two types of behavior: sexual harassment and/or gender-based harassment. Gender-based harassment includes verbal, nonverbal or physical aggression, intimidation, or hostility that is based on actual or perceived gender and sexual stereotypes. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection to such conduct by an individual is used as a basis for performance evaluation of employees and students; (3) such conduct has a purpose or effect of unreasonably interfering with individual's work performance or creating an intimidating, hostile, or offensive work or educational environment for employees and students; (4) such other conduct which also constitutes sexual harassment under federal or state laws.

Examples of forms of sexual harassment within the scope of the four (4) categories listed above may include, but are not limited to:

A. Verbal Communications: innuendoes, suggestive comments, retaliation or threats for refusal of sexual favors, questions about a person's sexual practices, sexually explicit jokes, comments about a person's gender characteristics, sexual name calling, spreading sexual rumors and engaging in overly personal conversations or communications referring to sexual matters.

B. Non-verbal Actions: display of objects, pictures, cartoons, symbols; making suggestive or insulting sounds or gestures, leering, whistling.

C. Physical: unwanted physical contact, including, but not limited to, touching, pinching, brushing the body, coercing or blocking a student's movement, pulling at clothes, coercing sexual intercourse, assault, coercing kissing or fondling, attempted rape and rape.

D. Other Actions: impeding a male or female student's participation or progress in a class, sport, or other endeavor with which students of the opposite gender are generally associated by teasing a student about enrollment or participation, hiding tools or equipment necessary for participation, questioning the student's ability to handle the work, suggesting that the student is somehow abnormal for enrolling in or participating in such an activity, or some other action that is discriminatory and/or is demeaning to the student on the basis of the student's gender.

Sexual harassment does not only depend upon the offender's intention but also upon how the target perceives the behavior or is affected by it. The district recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors.

Therefore, the district, consistent with state and federal law, condemns all behavior that constitutes sexual harassment. The district likewise condemns behavior against complainants, witnesses, or reporters of such conduct.

Any employee or student who believes that he or she has been subjected to sexual harassment by anyone on school property or at school-related activities should report the alleged misconduct immediately to the Civil Rights Compliance Officer so that appropriate corrective action, up to and including discharge or suspension of the offender, may be taken in accordance with whatever process is due. In the absence of a victim's complaint, the Superintendent or district, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will ensure that an investigation is promptly commenced by appropriate individuals and that, if there is any possibility that a crime has been committed, the proper law enforcement agency shall immediately be notified. All administrators are obligated to report to the Superintendent victim's complaints, observations, and reports of sexual harassment coming to the administrator's attention.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating, and remedying complaints of sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the district's collective bargaining agreements, tenure laws, and other applicable law.

Superintendent will develop an educational program to make aware sexual harassment implications to students, parents, teachers, and all other district employee groups. Age-appropriate instructional materials will be incorporated into the curriculum to educate students so that they can recognize and reduce the incidence of sexual harassment.

NOTIFICATION OF RIGHTS UNDER FERPA & PPRA

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe inaccurate or misleading. Additional information regarding the hearing procedures will be provided to the parent or eligible student when the request is made.
3. The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520
5. The right to request that Student Directory Information be withheld. Additionally, military recruiters, upon appropriate request, will be provided access to secondary school students’ names, addresses, and telephone listings unless parents notify the district, in writing at the commencement of the school year, that they do not wish such information be provided to military recruiters without their prior written consent.

The purpose of establishing directory information is to avoid the need to obtain individual parent consent each time the district might wish to recognize individual student or group accomplishments. Directory information is considered public information and may be distributed without obtaining prior parental consent.

Parents or guardians who do not wish to have their child included within the directory information as described above are to annually notify the Office of the Superintendent in writing within two (2) weeks of the publication of this notice. Parents/guardians may object to any or all of the 5 items listed above. No information that has been objected to in writing will be distributed without prior consent from the parent or guardian.

If you have any questions regarding the access to student information, please contact the Superintendent’s office.

DISTRICT POLICY ON STUDENT RECORDS

The Spackenkill Union Free School District shall disclose information from a student’s education records only with the written consent of the parent or eligible student, except:

1. to school officials (including administrators, teachers, support staff, board members, and persons employed by or under contract with the school district to perform a special task) within the school district who have a legitimate educational interest in the records. A legitimate educational interest shall include performing a task that is specified in his or her job description or by contract, performing a task related to a student’s education or the discipline of a student, or providing a service or benefit related to the student or student’s family, such as health care, counseling, or job placement.
2. to school officials of another school in which a student seeks or intends to enroll, upon request of such school office.

3. to certain officials of the US Department of Education, the US Comptroller General, and the state and local educational authorities, in connection with certain state or federally supported education programs.
4. in connection with a student's request for or receipt of financial aid, as necessary, to determine the eligibility, amount of conditions of the financial aid, or to enforce the terms and conditions of aid.
5. to state and local authorities to whom the information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - i) before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve the student whose records are released; and
 - ii) after November 19, 1974, if
 - a) the allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve, prior to adjudication, the student whose records are released; and
 - b) the authorities to whom such information is disclosed certify in writing to the district that the information will not be disclosed to any other party except as provided under state law without the prior written consent of the parent of the student.
6. to organizations conducting certain studies for or on behalf of the school district for the purpose of developing, validating or administering predictive tests, student aid programs and instruction.
7. to accrediting organizations to carry out their accrediting functions.
8. to parents of a dependent student who claim the student as a dependent for income tax purposes.
9. to comply with a judicial order or a lawfully issued subpoena provided that a reasonable effort is made to notify the parent or eligible student prior to compliance.
10. to appropriate parties in a health or safety emergency.

PPRA

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Education ("ED"):
 - i) political affiliations or beliefs of the student or student's parent;
 - ii) mental or psychological problems of the student or student's family;
 - iii) sex behavior or attitudes;
 - iv) illegal, anti-social, self-incriminating, or demeaning behavior;
 - v) critical appraisals of others with whom the students have close family relationships;
 - vi) legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - vii) religious practice, affiliations, or beliefs of the student or parents; or
 - viii) income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of
 - i) any other protected information survey, regardless of funding;
 - ii) any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or any physical exam or screening permitted or required under state law; and
 - iii) activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use
 - i) protected information surveys of students;
 - ii) instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purpose; and.
 - iii) instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The Spackenkill Union Free School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

The district will also directly notify parents who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided with an opportunity to opt their child out of such activities and surveys. Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

1. collection, disclosure, or use of personal information for marketing, sales or other distribution;
2. administration of any protected information survey not funded in whole or in part by ED.
3. any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Appendices

Appendix A: Assistance Directory

Below are the most frequent problem(s) encountered by students and the place/person to provide information/help.

Absenteeism/Tardiness	Attendance Office	Attendance Monitor
Academic Problem		Class Teacher, Psychologist
Accidents	Health Office	Nurse
Auto Registration	Main Office	Assistant Principal
Change of Address	Counseling Office	Guidance Secretary
College Information	Counseling Office	Guidance Counselor
Daily Announcements	Attendance Office	Administration
Harassment (physical sexual, verbal, and cyber bullying)	Main Office	Administration School Resource Officer Counselor, Social Worker
Job Information and Working Papers	Counseling Office	Guidance Secretary, Counselor, School to Work Counselor
Illness	Health Office	Nurse
Incorrect Report Card	Counseling Office	Guidance Counselor
Locker Problem	Main Office	
Lost and Found	Main Office	
Permission Slips	Main Office	Teacher in charge of event
Personal Problems (several options)		Guidance Counselor, Psychologist, Nurse, Teacher, Social Worker
Problem with another student		Teacher, Guidance Counselor, Administration, School Resource Officer, Social Worker
Problem with Teacher		That Teacher first, then Administration
Schedule Changes	Counseling Office	Guidance Counselor

Student Activities	Main Office	Advisor, Assistant Principal
Tardiness	Attendance Office	Attendance Monitor
Theft/Vandalism	Main Office	Administration, School Resource Officer
	Resource Officer	

Bell Schedules

Regular Day

1	7:28 - 8:12
2	8:15 - 8:56
3	8:59 - 9:40
4	9:43 - 10:24
5	10:27 - 11:08
6	11:11 - 11:52
7	11:55 - 12:36
8	12:39 - 1:20
9	1:23 - 2:04

Activity Day

1	7:28 - 8:07
2	8:10 - 8:46
Act	8:46 - 9:11
3	9:14 - 9:50
4	9:53 - 10:29
5	10:32 - 11:13
6	11:16 - 11:57
7	12:00 - 12:41
8	12:44 - 1:25
9	1:28 - 2:04

One Hour Delay

1	8:28 - 9:06
2	9:09 - 9:43
3	9:46 - 10:20
4	10:23 - 10:57
5	11:00 - 11:34
6	11:37 - 12:11
7	12:14 - 12:48
8	12:51 - 1:25
9	1:28 - 2:04

Two Hour Delay

1	9:28 - 9:56
2	9:59 - 10:25
3	10:28 - 10:54
4	10:57 - 11:23
5	11:26 - 11:56
6	11:59 - 12:29
7	12:32 - 1:02
8	1:05 - 1:35
9	1:38 - 2:04

Three Hour Delay

1	10:28 - 10:44
2	10:47 - 11:01
3	11:04 - 11:18
4	11:21 - 11:35
5	11:38 - 12:08
6	12:11 - 12:41
7	12:44 - 1:14
8	1:17 - 1:47
9	1:50 - 2:04

A Reverse One Hour Delay

1	7:28 - 8:00
2	8:03 - 8:32
3	8:35 - 9:04
4	9:07 - 9:36
5	9:39 - 10:20
6	10:23 - 11:04
7	11:07 - 11:48
8	11:51 - 12:32
9	12:35 - 1:04

Extended Homeroom

1	7:28 - 8:24
2	8:27 - 9:05
3	9:08 - 9:46
4	9:49 - 10:27
5	10:30 - 11:11
6	11:14 - 11:55
7	11:58 - 12:39
8	12:42 - 1:23
9	1:26 - 2:04

B Reverse One Hour Delay

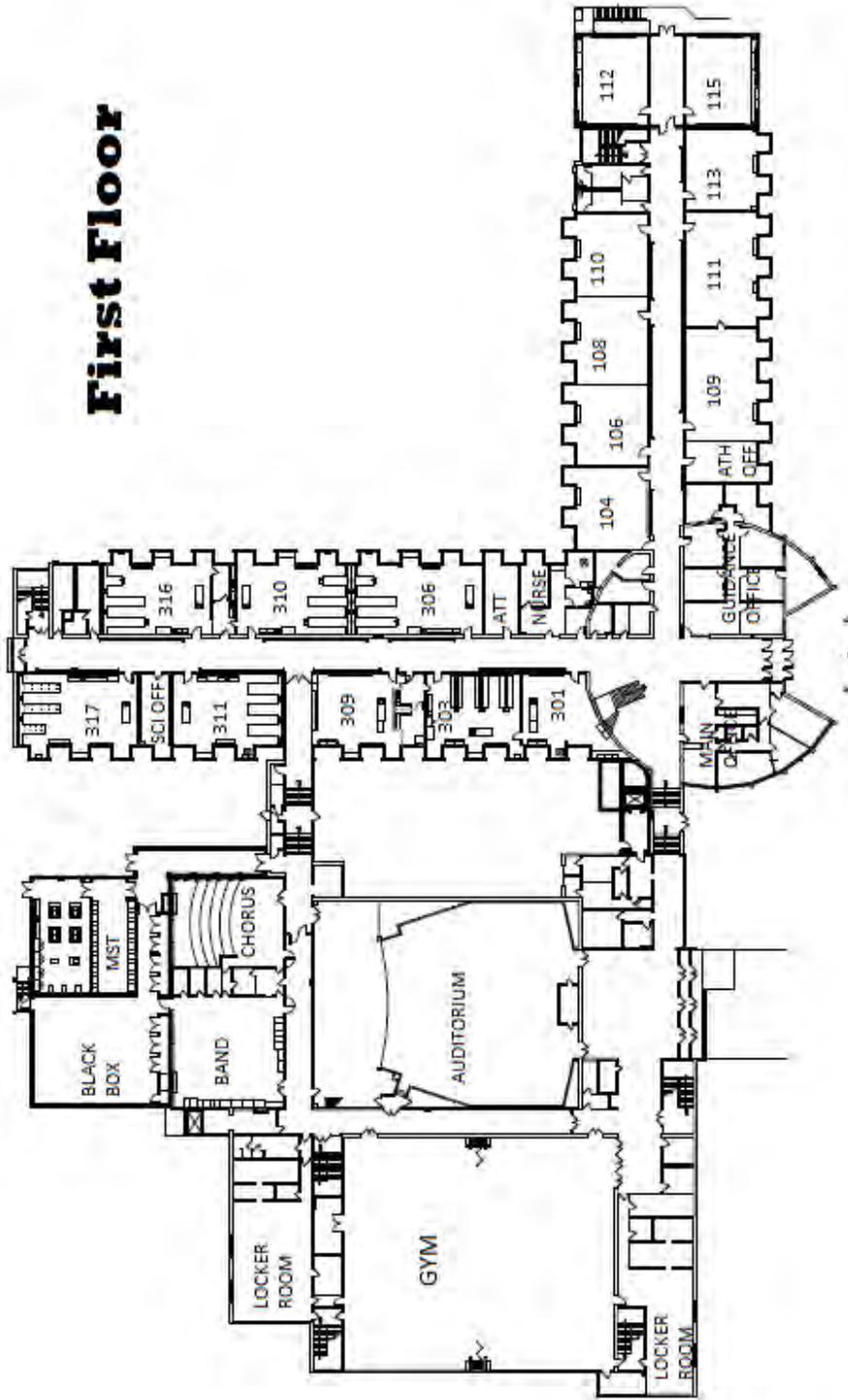
1	7:28 - 8:09
2	8:12 - 8:45
3	8:48 - 9:21
4	9:24 - 9:57
5	10:00 - 10:33
6	10:36 - 11:09
7	11:12 - 11:45
8	11:48 - 12:21
9	12:24 - 12:57

Report Cards/Interim Progress Reports

Marking Period	Type	Marking Period Begins	Marking Period Ends	IPR/Report Cards Distributed
1	IPR	Thurs. Sept. 5, 2019	Fri. Oct. 4, 2019	Fri. Oct. 11, 2019
2	Report Card	Thurs. Sept. 5, 2019	Fri. Nov. 8, 2019	Fri. Nov. 15, 2019
3	IPR	Tues. Nov. 12, 2019	Fri. Dec. 13, 2019	Thurs. Dec. 19, 2019
4	Report Card	Tues. Nov. 12, 2019	Fri. Jan. 24, 2020	Fri. Jan. 31, 2020
5	IPR	Mon. Jan. 27, 2020	Fri. Feb. 28, 2020	Fri. March 6, 2020
6	Report Card	Mon. Jan. 27, 2020	Fri. March 27, 2020	Thurs. April 2, 2020
7	IPR	Mon. March 30, 2020	Fri. May 8, 2020	Fri. May 15, 2020
8	Report Card	Mon March 30, 2020	Thurs. June 25, 2020	<u>MAIL</u> <u>APPROXIMATELY</u> July 3, 2020

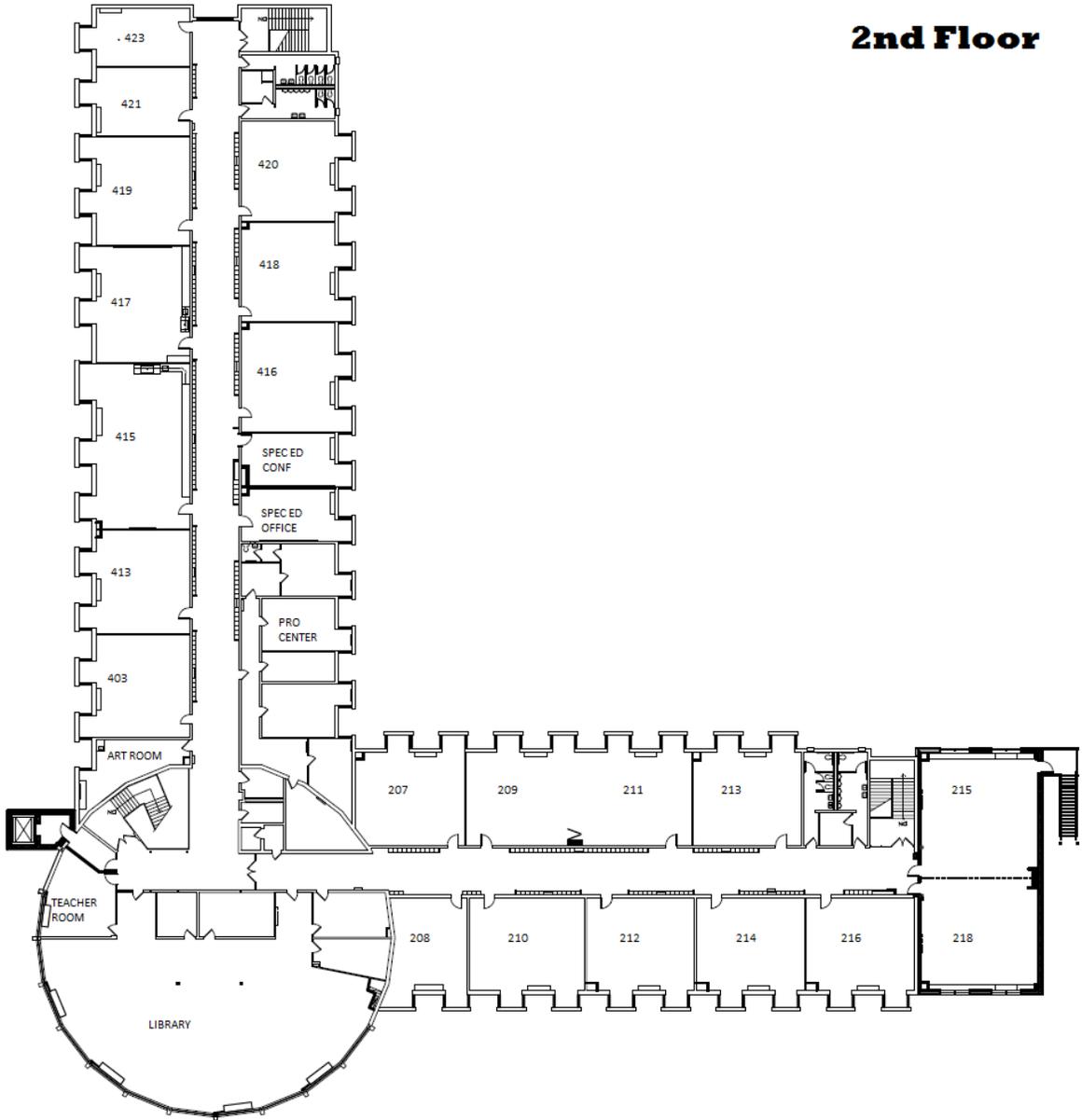
APPENDIX D: FLOOR PLANS

First Floor



Spackenkill High School

2nd Floor



Spackenkill High School

Spackenkill High School

Ground Floor

