



Spackenkill Union Free School District

SPACKENKILL
HIGH SCHOOL

STEVEN J. MALKISCHER
Principal

August 14, 2018

Dear Parent/Guardian and Student:

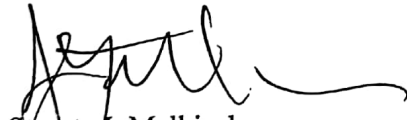
In the coming school year, Spackenkill High School is focusing on prompt daily attendance, courteous behavior by all, and a more educationally-based approach to technology use.

Since research shows that students who attend school regularly achieve at higher levels, I ask that all parents and guardians stress the importance of prompt daily attendance in action and in words, as they support this initiative. Also, we have updated our technology procedures to allow for the use of cell phones during lunch and study halls ONLY. Please review the documents that were given to your child in Homeroom on the first day of classes, which further explain these initiatives.

Once you and your child have reviewed and signed the document acknowledging the procedures, please have your child return the signed form to their Period 1/HR teacher as soon as possible.

Thank you for your cooperation and support. As always, if you have any questions, please don't hesitate to call me.

Sincerely,



Steven J. Malkischer
Principal

SJM:gv

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NEW YORK 12603
845-463-7820
FAX: 845-463-7826

Courtesy Procedure 2018-2019

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

Acknowledgement

SPACKENKILL HIGH SCHOOL HANDBOOK/CODE OF CONDUCT www.spackenkillschools.org/shs

I acknowledge that I know how to access the 2018-2019 Spackenkill High School Student Handbook at www.spackenkillschools.org/shs and accept the responsibility of thoroughly reviewing and understanding its contents.

I am also aware of the following expectations outlined in the courtesy section of the handbook, as well as the procedures regarding Technology and Attendance.

The District Policy can be read in its entirety on the website.

I understand that if I need clarification of any part or parts of The Student Handbook, I can go to one of my teachers, a guidance counselor, or an administrator.

Student Name - Please Print

Date

Student Name- Please Sign

Date

Parent/Guardian Name - Please Print

Date

Parent/Guardian Name - Please Sign

Date

Please sign and return to the High School Main Office by September 14, 2018